CHRIST CHURCH C.E. FIRST SCHOOL

-Personal Care Policy-

Headteacher: Mrs A Graham
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Introduction

Christ Church First School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for the personal care of children will undertake their duties in a professional manner at all times. The Personal Care Policy has been developed to safeguard children and staff and it applies to everyone involved in the personal care of children.

Regardless of age, children who have personal care needs fall within the terms of the Equality Act and the setting **must** make 'reasonable adjustments' to support them, i.e. "due diligence".

All Children and Young People have an educational entitlement irrespective of their difficulties with personal care. Additionally they have the right to be safe, treated with courtesy, sensitivity, dignity and respect.

Definition of Personal care

Personal care can incorporate all those tasks of an intimate nature associated with bodily functions, bodily products and personal hygiene. These may include:-

-Dressing and undressing
-Helping someone to use the toilet
-Changing nappies
-Bathing/showering (if swimming)
-Washing/ wiping intimate parts of the body

Responsibilities of Staff

It is likely that most personal care tasks will be undertaken by teaching/support assistants within schools. This would be made clear for staff on starting. This would include support in promoting independent personal care and other self-care skills.

Aims and Objectives

The guidance is based on good practice and is designed to support the implementation of effective procedures. It aims:

- To provide guidance and reassurance to staff and parents
- To safeguard the rights, dignity and well-being of children
- To safeguard adults
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

The normal process of supporting personal care needs should not raise child protection/safeguarding concerns, and ***there are no regulations that indicate that a second member of staff must be available to supervise this process in order to ensure that abuse does not take place****.* This however does need to be balanced with issues around maintaining staff/pupil ratios and ensuring privacy. DBS checks for all staff are carried out to ensure the safety of Children.

Personal Care Arrangements

- Supporting dressing/ undressing
- Providing comfort and support if a child is distressed
- Supporting children to use the toilet independently
- Changing children due to accidents
- Supporting and encouraging children to wipe themselves independently
- Supporting a child to eat independently

Child Protection

If consent has been granted, it is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) the recognised child protection procedures should be followed. If a member of staff notices any changes to a child either physically or emotionally following an episode of personal care, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. Local Child Protection procedures will be adhered to at all times.

Permission for CCFS to provide Personal Care

- ☐ I give permission to the school to provide appropriate Personal Care support to my child e.g. changing soiled clothing, toileting, supporting with eating. I understand that this may have to be on a 1:1 basis at times.

- ☐ I will advise the Headteacher of any medical complaint my child may have which affects issues of Personal Care

- ☐ I do not give permission to the school to provide personal care support to my child, I understand that if these circumstances arise I will be informed and will be expected to come to school to provide personal care.

Name of child: _____ Class: _____

Parent/carers name: _____

Parent/Carer signature: _____

Relationship to child: _____

Date of meeting: _____