

MOORFIELD PRIMARY SCHOOL



PERSONAL CARE POLICY

Term Of Staff Review:	Autumn 2025
Reviewed & Approved By Governing Body:	Autumn 2025
Committee:	Full Governing Body
Term of Next Review:	Autumn 2028

Inspiring Creative Learners for Exciting Futures

Policy statement

Moorfield Primary school is committed to ensuring that all staff responsible for the personal care of children will undertake their duties in a professional manner at all times. As a school we recognise the need to treat all children with respect when personal care is given. No child should be attended to in a way that causes distress or pain. The child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected.

Rationale

The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing Personal Care must be aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and staff.

Aims

The aims of the policy and procedures are:

- To safeguard the dignity, rights and well-being of children.
- To ensure that children are treated consistently when they experience personal care.
- To provide guidance and reassurance to staff.
- To ensure that parents are involved in planning the personal care of their child and are confident that their concerns and the individual needs of their child are taken into account.
- To reassure parents that staff are knowledgeable about intimate care.

Definition of Personal Care

Personal care involves helping children with aspects of personal care which they are not able to undertake for themselves, either because of their age and maturity, or because of developmental delay or disability.

Responsibilities

Leadership responsibilities:

- To ensure permission has been sought from parents for staff to support their child's personal care routines.
- To ensure all staff have clearance by the Disclosure and Barring Service (DBS) before engaging in any personal care routines.
- Volunteers should not undertake personal care of children.
- To provide facilities appropriate to the children's age and individual needs.
- To provide appropriate guidance, training, supervision and reassurance to staff to ensure safe practice.
- To ensure that staff will receive ongoing training in good working practices which comply with health and safety regulations, hygiene procedures, first aid and child protection and safeguarding procedures.
- To keep a record of training undertaken by staff and to ensure that refresher training is provided where required.
- To ensure that all staff are familiar with the Moorfield Personal Care Policy.
- To provide an Induction programme for all new staff and to ensure that they are made fully aware of the Personal Care procedures for the children they are supporting.
- To ensure no unauthorised recording equipment is in use

Staff Responsibilities:

- Staff must be familiar with the Personal Care procedures.
- Staff must adhere to the personal care policy and procedures.
- Staff must report any concerns to the Senior Leadership Team.
- Key persons will liaise with parents/carers to establish specific care routines for each child.
- Staff must take part in training for any aspect of Intimate Care Support.

Personal Care Procedures

- Class staff should produce a personal care plan, where required, supported by the Inclusion Lead and in liaison with the parents/carers.
- Wherever possible, children's personal care should be attended to by their key person.
- Staff must inform a colleague when leaving the room to support personal care routines.
- Children must be changed in the designated changing area; however children's wishes must be respected.
- Protective gloves and aprons must be worn when supporting personal care routines.
- Allow children to care for themselves as far as possible and encourage them to carry out aspects of intimate care to promote independence.
- Staff to communicate with children at all times during personal care procedures, ensuring the child is consulted about routines and kept informed at all times.
- Staff must respect the wishes of children, with regard to dignity, privacy, choice and safety.
- Staff must show awareness of and be responsive to the child's reactions, their verbal and non-verbal communication and signifiers.
- Staff to use the opportunities during intimate personal care to teach children and young people about the value of their own bodies, to develop their personal safety skills and to enhance their self-esteem.
- Wherever possible, ensure lower regions are covered before removing garments from upper body.
- Soiled garments must be securely wrapped in a plastic bag and tied to prevent risk of suffocation.
- The changing mat must be cleaned with an antibacterial wipe after each use.
- Soiled nappies, wipes, gloves and aprons should be placed in a sealed plastic bag and disposed of safely and appropriately.
- As staff engage in hand-washing procedures after all personal care routines, children must be encouraged to do the same, creating an ideal opportunity to discuss the importance of hygiene.
- Staff to record all Personal Care interactions.