



## **Radley CE Primary School & Foundation Stage Unit**

### **Personal Care Policy**

#### **Introduction**

Radley CE Primary School is committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We recognise the need to treat all children with respect when intimate care is given. The child's welfare and dignity is of paramount importance. Every child's right to privacy is 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 and with sensitivity and respect, when they experience personal care.
- To provide guidance and reassurance to staff.
- To ensure that parents are involved in planning the intimate 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.

#### **Principles**

As a school we have a duty of care to all children and this includes attending appropriately to their personal needs. At Radley CE Primary School and Nursery we believe that children are entitled to have their personal needs met by people they know and trust. During the course of a session, should a child require personal care, a familiar member of staff will attend discretely and sensitively to their needs in a quiet, designated area.

#### **Definition**

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has wet / soiled him/herself, has vomited or feels unwell

## **Responsibilities**

### **Management responsibilities:**

- To ensure permission has been sought from parents for staff to support their child's personal care routines.
- To ensure all staff are DBS checked before engaging in any personal care routines.
- 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 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 school's Personal Care Policy and Procedures.
- 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 mobile phones are carried on the person, or available in the classroom, and no unauthorised recording equipment is in use, as per our Staff Code of Conduct.

### **Staff responsibilities:**

- Staff must be familiar with the Personal Care Policy and Procedures, and adhere to the guidance set out.
- Staff must report any concerns to the Designated Safeguarding Lead (DSL).
- Teachers will liaise with parents/carers to establish specific care routines where appropriate.
- Staff must take part in training for any aspect of personal care and safeguarding.

### **Supporting Dressing/Undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

### **Providing Comfort or Support**

Children may seek physical comfort from staff (particularly children in Nursery and Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but

firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

**Medical Procedures** - see also Supporting Pupils with Medical Needs Policy  
If it is necessary for a child to receive medicine during the school day parents must fill out a form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. The medicine must be in its original packaging with the dosage on the packet.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose and expiry date

Medicines are kept in a secure place, not accessible to pupils but arrangements are in place to ensure that any medication that a pupil might need in an emergency is readily available.

### **Soiling**

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in the Nursery and Reception class are asked to sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted the Headteacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child. When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves and an apron are worn.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- The child is clean before they redress themselves.

- Privacy is given appropriate to the child's age and the situation. All spills of vomit, blood or excrement are wiped up and flushed down the toilet.
- Any soiling that can be, is flushed down the toilet.
- Soiled clothing is put in a nappy bag, unwashed, and sent home with the child.

### **Hygiene**

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

### **Protection for Staff**

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk.

These include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary.
- Another member of staff will be available to support.
- Being aware of and responsive to the child's reactions.

Date of review: June 2018

Date of next review: June 2021