



The Hampshire School  
C H E L S E A

# Personal Care Policy

Early Years comply with this Policy and Guidance

## OUR SCHOOL AIMS AND THE FIVE CORE VALUES

- To develop pupils' self-esteem, **resilience** and well-being through the application of a growth mindset to learning.
- To create an atmosphere of mutual **respect** and consideration for the ideas, values and feelings of others.
- To value and develop strong partnerships with our parents and the wider **community**.
- To inspire a love of learning and encourage the use of key thinking skills across the curriculum and school life so that every pupil strives for personal and academic **excellence**.
- To encourage **responsibility** in every pupil so they can confidently make decisions and choices for themselves.

Created: 1 January 2019 by Head of EYFS (Miss Danison)

Checked by the Head (Dr Edmonds)

Next review: September 2019

## **1. Aims of the Personal Care Policy**

This policy is part of the safeguarding practice and gender equality practice. This policy provides guidance for staff regarding the personal care of pupils and it informs parents of what practices are in place to ensure their children's safety, care and dignity.

All school staff are required to follow this policy and to support colleagues in following this policy.

## **2. Principles**

The Hampshire School Chelsea, is committed to:

- safeguarding all pupils
- maintaining the dignity of all pupils
- respecting the views and wishes of all pupils
- treating all pupils, parents and staff with respect
- ensuring equality practices with regards to gender and sexuality
- its duty of care to all staff and to protecting staff from false allegations of abuse

## **3. Links**

This policy is written with reference to the following documents:

Keeping Children Safe in Education  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

SEN/D Code of Practise 2015

This policy has links to/ related content to the following school policies:

Inclusion policy

Safeguarding

## **4. Practice**

School complies with the safeguarding regulations with regards to recruitment of staff and the use of agency staff.

It is expected that in line with developmental norms, most children will be toilet trained before starting in nursery/ reception.

If they are not, then they are to attend Pre-Nursery or Nursery without nappies / pull ups and staff will, together with parents, begin the process of toilet training. The school suggests sending plenty of changes of clothes during this period.

If a child wets themselves, the child will be given wipes to clean themselves and a change of clothes. If the child is in Early Years or has an additional need which requires adult support, the adult must wear gloves and support where needed. 2 members of staff should be present.

If a child soils themselves, then 2 members of staff will support the child to change and clean themselves. If the child is unable, with support, to clean themselves to a hygienic level, then parents will be called to assist their child with this. If there is any evidence of illness, then parents will be called.

Some pupils who have additional needs or a disability may require assistance from staff for their personal care needs for an extended period, or for the duration of their time at the school. This includes personal hygiene, assistance in the toilet, assistance to un/dress and, for some girls', assistance with managing menstruation. Where possible children are taught and encouraged to become independent in these routines from as early an age as possible.

If an adult does need to assist, wearing gloves, the 'hand over hand' technique should be used, with two adults present.

Where a child requires regular toileting assistance, either for a short time as a result of injury / illness or long term due to their additional needs, then a Toilet Management Plan will be completed together with parents. A record of toilet management will be kept for each child. Parents should supply changes of clothes and baby wipes to the school.

Due regard is given to pupils' age and gender appropriateness, the familiarity of adult/pupil relationship, classroom organisation and delivery of the curriculum. The personal care needs of many pupils can be met with the assistance of one adult. Two adults will always be present when a member of staff has to physically enter the toilets to support a child or when a child needs to be changed.

Teaching and teaching support staff will attend to pupils' personal care.

#### **Staff gender in the context of attending to pupils' personal care**

- Same gender personal care of pupils is provided where staffing arrangements permit, however it is considered appropriate for female staff to attend to the personal care of all pupils.
- Male staff may attend to the personal care of all boys regardless of age.
- Male staff do not attend to the personal care of girls when the onset of puberty is evident and will not attend to female pupils with regards to personal care during menstruation.
- All staff should be sensitive to the care requirements of both genders and may need to be flexible to organisational changes made to protect the dignity of the child.

#### **Use of agency staff & Volunteers**

- Agency staff are occasionally used to cover teacher and teaching support staff absences. The school uses only approved agencies who are registered with the Department for Children, Schools and Families (DFE). The agencies are required to comply with national safeguarding regulations. The school has structures in place to ensure that all necessary safeguarding checks are made. Agency staff are required to have enhanced DBS clearance and are subject to an identity checks upon arrival.

- Agency staff must not support personal care instead, call a member of staff who can support.
- Volunteers are not permitted to provide personal care.

### **Duty of Care including Allegations of abuse by staff members**

The school has a duty of care to all staff and adults working on site. This includes supporting staff members so that they are not professionally compromised.

The Hampshire School, Chelsea adheres to the following DfE guidance (see link)

<http://www.education.gov.uk/aboutdfe/statutory/g0076914/dealing-with-allegations-of-abuse/dealing-with-allegations-of-abuse-against-teachers-and-other-staff> . This would be followed if an allegation was made.

The following guidance summarises the key information found in the Personal Care policy

Some children may have an accident and soil at school.

**Children are not to be sent home if they have soiled. Parents should not be called unless it has been discussed with one of the Deputy Head or the Head Teacher. The only exception to this is if there is evidence of diarrhoea, but this should be discussed with a member of SLT BEFORE ringing parents as with any illness.**

Some children with additional needs may have a *Personal Care Plan* to manage their toileting needs. If this is the case, then please follow the instructions on the plan. If you are unsure of any points, please refer to class teacher. Toilet plans should be displayed on the inside of the cupboard door in form rooms.

When children are in Pre-Nursery, Nursery, Reception and year 1 and there is no evidence of diarrhoea, the child should be encouraged to clean themselves (with 2 supervising members of staff) in either the medical room or the disabled toilet. This must be recorded with the names of the staff supervising in the soiling record book, which can be found in the welfare room.

Staff should not touch the child themselves but should encourage the child to clean themselves using baby wipes which are available in the medical room.

We have a number of spare uniform and underwear in Early Years that can be used. This will be in a box in medical room.

If the child is not toilet trained, and in Reception and above, then they will require a toilet plan so please alert the Head of Inclusion.

If the child is toilet trained, but keeps having accidents, then please alert the Head of Inclusion.

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**Appendix 1: Template for Personal Care plan (for managing toileting needs)**

***To be discussed and agreed by Head of Inclusion, Class Teacher and parents.***

Child's name: .....

Support staff involved: .....

Other staff who are able to deliver care: .....

Date plan agreed: .....

|  |
|--|
| Area of need                           |
| Equipment required / supplied by       |
| Location of suitable toilet facilities |
| Support required                       |
| Frequency of support                   |

**Working towards independence- targets also to be placed on Learning Plan**

| School will | Parents will | Child will try to | Target achieved ( date) |
|-------------|--------------|-------------------|-------------------------|
|             |              |                   |                         |

Signed: .....( Parents/ Carers)

Signed: .....(Member of Staff)

**Once completed, copies of plan should be placed in the School Office, Medical Room, classroom and given to all staff working with the child in any capacity.**