



In God's love we believe and achieve



St. Michael's

Catholic Primary School

Personal Care Policy

St Michael's Catholic Primary School

Statement of intent

St Michael's understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with personal care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing personal care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The school is committed to providing personal care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

Legal framework

This policy has due regard to the relevant legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011

The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education'
- DFE (2020) Safe working in Education, Childcare and Children's social care settings including the use of Personal Protective Equipment (PPE)

What is Personal care?

For the purpose of this policy, Personal care at St Michael's is the hands-on, physical care in terms of personal hygiene, as well as physical presence or observation during such activities.

Personal care includes the following:

Helping a child with eating and drinking for reasons of illness or disability

Application of medical treatment other than to the arms and face, and to the legs below the knee

Toileting, wiping and care in the genital and anal areas

Dressing and undressing

Roles and responsibilities

The Headteacher is responsible for:

- Ensuring that personal care is conducted professionally and sensitively.
- Ensuring that the personal care of all children is carefully planned, including the creation of individual plans as necessary following discussions with the parent and the child, with input from the SENDCO.
- Communicating with parents in order to establish effective partnerships when providing personal care to children.
- Handling any complaints about the provision of care in line with the school's Complaints Policy.
- Organising training for the provision of personal care for specific staff as required.

All members of staff who provide personal care are responsible for:

- Agreeing to take part in training offered to help in the provision of care.
- Undertaking personal care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's personal care.
- Providing their consent to the school's provision of their child's personal care.
- Adhering to their duties and contributions to their child's personal care plan, as outlined in this policy.

Procedures for personal care

- Staff who provide personal care will conduct personal care procedures as necessary; no child will be left in wet/soiled clothing.
- Children will be encouraged to change their own underwear under supervision. Staff will only get involved if deemed necessary.
- Two members of staff to be present when supporting children with toileting and personal care if soiled. All toileting support will be logged by the staff member involved and counter signed by the accompanying member of staff.
- Before supporting a child with toileting, members of staff will put on disposable gloves and the changing area will be cleaned appropriately using disposable blue roll paper and soap and hot water.
- Hot water and liquid soap are available for staff to wash their hands before and after changing a child; the changing area will also be cleaned appropriately after use using disposable blue roll paper and soap and hot water.
- The changing area has a hot air dryer and paper towels available for members of staff to dry their hands.
- Any soiled clothing will be placed in a tied plastic bag in the child's bag and will be returned to parents at the end of the school day.
- Any bodily fluids that transfer onto the changing area will be cleaned appropriately

- Foundation and Key Stage 1 children will be encouraged to use the toilet facilities at regular times.
- Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

Parental engagement

The school will liaise closely with parents to establish any individual personal care programmes for children as required, which will set out the following:

- What care is required
- The child's level of ability, i.e. what procedures of personal care the child can do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing any personal care plan

The information concerning a child's personal care plan will be stored confidentially by the Pastoral team with a copy locked in Foundation unit. Only the parents and the designated members of staff responsible for carrying out the child's personal care will have access to the information.

The parents of the child are required to consent to the Personal Care Consent Form to provide their agreement to the plan; no personal care will be carried out without prior parental consent.

In respect of the above, if no parental consent has been given and the child does not have a personal care plan, but the child requires personal care, parents will be contacted by phone in order to gain consent.

Any changes that may need to be made to a child's personal care plan will be discussed with the parents to gain consent and will then be recorded in the written personal care plan.

Parents will be asked to supply the following items for their child's individual:

- Spare clothing
- Spare underwear

A record of intimate care intervention will be logged using the 'Record of intimate care intervention sheet (Appendix B). This will be kept with the child's personal care plan

Safeguarding procedures

The school adopts rigorous safeguarding procedures in accordance with the Safeguarding and Child Protection Policy and will apply these requirements to the personal care procedures.

Personal care is classified as regulated activity; therefore, the school will ensure that all adults providing personal care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to personal care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

Monitoring and review

This policy will be reviewed annually by the Headteacher and DSL, who will make any changes necessary and communicate these to all members of staff. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

This policy will be reviewed by the Governing Body every 2 years and signed by Mike Volynchok on behalf of the Governing body.

Reviewed and signed Autumn 2024.

Signed copy available from the school office.

Appendix A

Personal Care Parental Consent Form

This form is to be completed by the staff and signed by parents.

Name of child:		Date of birth:	
Name of class teacher:		Class:	

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child's personal care programme, as well as the member of staff responsible in their absence: The staff member will always be shadowed by another member of support staff.

Name of staff member:	
Name of staff member (in the above staff member's absence):	

Where will the personal care be carried out?

What equipment/resources will be required?

What infection control procedures are in place?

What disposal procedures are in place?

What actions will be taken if any concerns arise?

What do parents need to provide?

What are the reporting procedures for parents?

I have read the Personal Care Policy provided by St Michael's Catholic Primary School and I agree to the personal care plan outlined above:

Signature of parent:		Date:	
Signature of Staff member		Date:	

Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and can alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children as good role-models for this practice

- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

Appendix B

Record of Personal Care Intervention

Pupil's name:		Class/year group:		
Name of support staff:				
Date:		Review date:		
Date	Time	Procedure	Staff signature	Second signature

Toilet Management Plan

Pupil's name:	Class/year group:
Name of personal assistant:	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Working towards independence

Pupil will try to	Personal assistant will	Parents will	Target achieved date

Signed _____ Parent

Signed _____ Personal assistant

Signed _____ Second member of staff

Signed _____ Pupil (where appropriate)