

Welbourn Church of England Primary  
School  
High Street  
Welbourn LN5 ONH



Tel/Fax: 01400 272798  
Email: [enquiries@welbourn.lincs.sch.uk](mailto:enquiries@welbourn.lincs.sch.uk)  
Website: [www.welbournprimary.co.uk](http://www.welbournprimary.co.uk)

*'Trying our best to be our best'*

*Service and Stewardship. Justice. Peace and Forgiveness  
Generosity. Thankfulness. Equality  
Love and Compassion*

# Welbourn Church of England Primary School

## Intimate Care Policy

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>HEADTEACHER</b>
<b>APPROVED:</b>	FEBRUARY 2022
<b>SIGNED:</b>	
<b>TO BE REVIEWED:</b>	FEBRUARY 2025

## **Personal Care Policy**

This policy outlines the purpose, nature and management of personal care in our school. The implementation of this policy is the responsibility of the Head teacher, teaching staff and support staff. It is our collective responsibility to raise awareness and that all policies are known, understood and used in an appropriate way

### **Introduction**

We are committed to ensuring that all staff responsible for the personal care of children will undertake their duties in a professional manner whilst maintaining the child's dignity. All children should be treated with respect when personal care is given. No child should be attended to in a way which causes distress, embarrassment or pain.

### **Definition**

Personal care is any care which involves washing, touching or carrying out an invasive procedure that some children are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Personal care may involve help with drinking, eating, dressing and toileting. In most cases personal care will involve procedures to do with personal hygiene and the cleaning of equipment associated and should only be carried out by suitably trained, competent staff.

### **Our approach to best practice**

The management of all children with personal care needs will be carefully planned. The child who requires personal care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide personal care are trained to do so (training includes Child Protection/ Safeguarding and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

All parents sign the permission form at the beginning of their child's time in school, allowing staff to provide personal care should it be required. Some children require an Individual Health Care Plan, if their needs are greater. This is drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where at all possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons will be clearly documented.

Personal care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan if applicable. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **Supporting with Dressing and Undressing**

As part of the Early Years Foundation Stage Curriculum Health and Self Care aspects, sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided.

### **Soiling**

The school will seek parental permission for staff to provide personal care and clean/change children with particular toilet training needs. For children to whom this does not apply, the staff will talk through with the child how to clean themselves as part of their normal development and routine, particularly in the Foundation Stage. This will be done

in a non-intrusive manner and the privacy and dignity of the child will be upheld at all times. Any clothes which are wet or soiled will be returned to the parents in a bag at the end of the school day, and parents will be informed.

For children with particular, identified needs and a Healthcare Plan, a 'Personal Care Intervention form' will be completed and may be communicated with parents via a Home/School Communication book at the end of the school day if considered necessary. If for any reason, it is felt appropriate to contact parents after a child has wet or soiled themselves, the staff will do so – this would mainly be the case if it was deemed that the accident was due to illness or a particular medical need. In most cases, children will change themselves or if appropriate, be changed into clean clothes to be returned at the end of the school day. A 'Personal Care Intervention form' is also completed for all children who regularly have accidents during the day, even if they do not have identified needs or a Healthcare Plan.

Children who are able to inform staff that they need the toilet are encouraged to do so as part of their normal routine. Reminders to go to the toilet regularly are given to all children as part of their daily routine. If a child is unable to communicate this, staff will remain more vigilant and give individual reminders so that the child goes to the toilet more regularly to try and avoid accidents. Where appropriate, timings will be set to provide personal care, so that a routine is in place to try and avoid the child soiling themselves. Staff will be as vigilant and discrete as possible in identifying whether a child has soiled themselves or requires personal care; however, they cannot be held responsible if an accident does go undetected for a period of time. As soon as this is detected, staff will act as swiftly as possible and take action in line with this policy.

### **Providing Personal Care**

No child is excluded from attending the school if they require personal care, and the school will make the necessary adaptations to its existing facilities where applicable to allow personal care to be provided in a way which ensure the child's privacy and dignity.

Where children have been identified as requiring particular personal care, the school will seek advice from relevant agencies and work with families to ensure consistency of approach between home and school. Copies of the policy will be given to parents, along with a 'permission to provide personal care' agreement and a home school communication book (if required). Parents and carers will also be invited to see the facilities and provide any other information that the school will need.

Designated staff may have a list of personalised changing times for the child in their care, as detailed on the healthcare plan, but we recognise that this may need to vary depending on need. Parents will be required to provide suitable pull ups or nappies if appropriate; along with nappy bags, wipes and changes of clothes.

Before providing the care, the designated staff member will inform the class teacher and the child will be taken to the appropriate location. There will only be the one member of staff present, who is designated for the role. In order to safeguard the staff and protect the child, the door to the area may be left open or ajar, with a sign on the door to alert other potential users to wait until it is vacant.

Gloves and an apron may be put on by staff prior to providing the personal care; and all areas will be prepared so that the child and staff's health and safety is catered for. All staff will be familiar with hygiene procedures and carry these out when providing personal care. Designated staff will ensure that changing time is relaxed and a time to promote independence where appropriate.

All children will be encouraged to take an interest in using the toilet. They will be encouraged to wash their hands and have soap and towels to hand, both after providing personal care and as part of the usual classroom routine.

All designated staff will be gentle when changing and will avoid pulling faces and making negative comments about the contents of the pants. Physical contact will be kept to a minimum. Designated staff will not make any comments about the child's genitals.

Any soiled or wet clothing will be bagged up and returned to parents. After the personal care has been provided, staff will clean the changing area with anti-bacterial spray, and will ensure that all items used are hygienically stored.

Once this has been completed they will dispose of their gloves and apron and wash their hands thoroughly with warm soapy water.

The staff will then make a record of the personal care provided, including anything to be communicated to parents. This will then be copied up into the Home/School Communication Book if required. The school records will then be signed by the designated member of staff and the class teacher.

### **Record Keeping**

The School's Health Care Plan will be completed for each individual child requiring personal care. This will be shared with parents and reviewed with staff and parents as needed. The Health Care plan will include: the name of the designated member of staff providing the care, where the changing will take place, resources to be used, infection control measures, what the member of staff will do if the child becomes distressed.

### **Recruitment and Safeguarding of Staff**

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

- Gaining a verbal agreement from another member of staff that the care is needed.
- Being aware of and responsive to the child's needs and reactions.
- Only designated staff will be responsible for providing the personal care for the identified child/ren with particular needs.
- For all other children who do not have particular needs, an agreement will be made with another adult that the child requires support and talking through how to clean and change themselves.
- This will be carried out within the classroom toilets in the year group, or other toilets throughout the school.
- Staff will not enter a cubicle and physically clean or change a child, unless parents have given specific permission to do so and there is a particular need identified.
- Staff may stand at the door and talk the child through what to do, with another member of staff in ear shot.
- Parents, volunteers, visitors or students (e.g. staff not employed by the school) will not provide any form of the personal care.

New posts required to provide personal care will be clearly advertised within the school as requiring the provision of personal care to promote independent toileting and other self care skills. This is covered within the TA1 Job Description as advised by HR. Persons appointed to this position will hold a clear DBS check, and be suitably qualified or trained to provide the care.

### **The role of the Parents**

The school will ask parents to:

- Ensure that the school is fully informed of the child's most up to date needs.
- Any particular likes and dislikes that the child has whilst changing.
- Provide suitable nappies, pull ups or pants to change into, with suitable changes of clothes.
- Agree to ensure that the child is changed at the latest possible time before arriving at school.
- Understand the agreed procedures documented in this policy and that they will be followed when providing personal care for their child.
- Inform the school of any marks or rashes that the child may have already or has developed since being at school the previous day.
- Agree that the school will not undertake to provide more frequent personal care than would be provided in the home environment.
- Agree to review arrangements if necessary.
- Return the communication book on a daily basis and inform the school of any new developments regarding the care.
- Make every effort to work with the school in toilet training at home and encourage their child, where appropriate to use the toilet / potty at home and become more independent.
- Inform them of any particular words which are used at home whilst changing and of any particular equipment or resources that are used at home or of any allergies to wet wipes etc.
- Seek advice from and work with health visitor/school nurse to aid with toileting.
- Work together regarding suitable rewards to reinforce achievement.

### **The protection of children**

Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of ability, development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted without delay as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection Procedures for details).

All staff will be required to confirm that they have read this policy and other relevant documentation and be made aware of the need to refer to other policies where appropriate for clarification of practices and procedures: Child Protection Policy, Health and Safety Policy.

**Review** (when and how will this policy be reviewed)

## Provision of Personal Care

Dear Parents,

As part of the normal daily routine in Early Years, children are given frequent reminders to use toilets, but occasionally accidents do happen! If a child wets or soils themselves at school, it is important that suitable care is in place so that they are changed and cleaned as quickly as possible. Our staff are highly experienced and are able to carry out suitable care. This involves talking your child through how to clean themselves and change themselves, in order to encourage their independence. If your child has toileting needs it is vital that you inform the school as soon as possible so that particular care can be discussed with you and arranged in advance, so that your child makes a happy and smooth start to school.

In order to help us, please could you complete the attached slip and return it to the school as soon as possible. If you require further information, please talk to a member of the Early Years team or ask for a copy of our Personal Care Policy, which is available from the school office.

Kind regards

Mrs C Puttock

Class Teacher

---

### Welbourn C of E Primary School Provision for Care

Name of child: \_\_\_\_\_

- I understand that if my child has an accident at school he/she will be 'talked through' how to change themselves and clean themselves as necessary by highly experienced staff.
- I understand that I will be informed at the end of the school day if my child has had an accident and clothes will be returned to me.
- I understand that every effort will be made by staff to ensure that my child is looked after if they have had an accident.
- If I think that my child is likely to have accidents in school I agree to inform the class teacher or Head Teacher without delay so that suitable care can be arranged.
- I agree to provide appropriate changes of underwear or clothes, if needed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### Please tick if appropriate:

- My child has particular toileting needs that I would like to discuss with the school

## Provision of an Individual Health Care Plan

Name of Child: \_\_\_\_\_

- I will ensure that the school is fully informed of my child's most up to date needs.
- I will inform the school of any particular likes and dislikes that my child has whilst changing.
- I agree to provide suitable nappies, pull ups or pants to change into, with suitable changes of clothes.
- I will inform the school of any particular words which are used at home whilst changing.
- I will inform the school of any particular equipment or resources that are used at home or of any allergies to wet wipes etc.
- I agree to ensure that my child is changed at the latest possible time before arriving at school.
- I understand the agreed procedures documented in the School's Personal Care policy and that they will be followed when providing personal care for my child.
- I will inform the school of any marks or rashes that my child may have already or has developed since being at school the previous day.
- I agree that the school will change my child at designated times and not undertake to provide more frequent personal care than would be provided in the home environment, or more than is necessary.
- I agree to review arrangements if necessary.
- If required, I will return the communication book on a daily basis and inform the school of any new developments regarding my child's care.
- I will make every effort to work with the school in toilet training at home and encourage my child, where appropriate to use the toilet / potty at home and become more independent.
- We will work together regarding suitable rewards to reinforce achievement.
- I consent for my child to be provided with personal care and be changed by designated members of staff if they soil themselves, whilst in care of staff at Welbourn Church of England Infant and Nursery School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Record of Personal Care Intervention

Child's name:

DOB:

Name of support staff:

Date	Time	Procedure/ Notes communicated to parents if applicable	Staff Signature	Second Signature



**Individual Health Care Plan – Personal Care**

Name of Child: \_\_\_\_\_

DOB: \_\_\_\_\_

Designated member(s) of staff: \_\_\_\_\_

Where will changing take place and how often (include times of day, if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What resources will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agreed action if the child becomes distressed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Designated member of staff)

Signed: \_\_\_\_\_ (Class teacher)

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

This plan will be reviewed on: \_\_\_\_\_