



Ridgeway Primary School All Age Personal Care Policy

Ridgeway Primary School (which also includes Ridgeway Sunbeams, Ridgeway Rainbow Tots and Ridgeway Sunny Days) is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Ridgeway Primary School recognises the need to treat all children with respect when intimate 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 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.

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

Management responsibilities:

- To ensure permission has been sought from parents for staff to support their child's personal care routines.
- To ensure all staff and volunteers have clearance by the Disclosure and Barring Service 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 schools Personal Care Policy.
- To provide Induction Programmes 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 parents are aware of their responsibilities in supporting the schools Safeguarding Children Policies.
- To ensure all mobile phones are locked away and no unauthorised recording equipment is in use, as per our employment policy.

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 management.
- Key persons will liaise with parents/carers to establish specific care routines for each child where necessary

Personal Care Procedures

- Wherever possible, children's personal care should be attended to by a familiar person. Staff must inform a colleague when leaving the room to support personal care routines.
- Children must be changed in the designated toilet area; however children's wishes must be respected.
- The door to the toilet area must remain open at all times.
- The door to the designated changing area must remain open at all times during personal care routines.
- 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.
- Where used, 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 in the main dustbin outside.
- 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 in the accident book or on their individual record where the child has a specified plan.

Principles

- The policy and procedures embrace the principles of Every Child Matters.
- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
- Every child has the right to information and support that will enable him or her to make informed and appropriate choices
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs

Laura Gray
Assistant Headteacher
October 2017

Document History

November 2014	Presented for adoption at the Behaviour & Safety Committee Meeting on 26 th November 2014
October 2017	Presented for re-adoption at the Pupil Wellbeing Committee Meeting on 16 th October 2017. Addition of Ridgeway Sunny Days is the only change.