Leigh Primary School

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'Caring, Sharing and Learning Together'

Personal Care Policy

File name: Personal Care Policy	Associated Docs: Accessibility plan, Child protection and safeguarding COVID-19. Health and safety, SEN Supporting pupils with medical conditions SEN Suite Safeguarding Suite	Non Statutory	Review Period : Biennial
Policy Owner: Pupil and Curriculum	Last Revised : 01/09/25	Next Revision Due: 01/09/27	Page 1 of 10

Values

Leigh Primary School is a school in which the teaching and learning, achievements, attitudes, well-being and the happiness of every individual, matter. We believe that everyone has the right to succeed and the entitlement to develop their full potential. We recognise pupils bring to school different experiences, interests and strengths, which will affect the way in which they learn. As an inclusive school, we have a responsibility to provide a broad and balanced curriculum for all pupils, which meets the specific needs of individuals and groups of pupils. Educational experiences and opportunities will be provided to enable individuals to progress to the best of their ability.

Equal Opportunities Statement

We promote equality and the building of a democracy in which all members have rights and responsibilities, and the same opportunity to benefit from, and take part, in the education provided by the school – within and beyond its premises.
Diversity is valued as a rich resource that can contribute to the learning of all pupils and staff.

Disability Statement

Leigh Primary School is proud to be an inclusive school. We offer access to a broad and balanced curriculum for all pupils regardless of disability. We strive to ensure all pupils can access, educationally and physically, all learning opportunities within and beyond the school.

Within the confines of an old building, we aim to ensure that all users can access key learning areas, and will ensure that no user experiences any discrimination or reduced entitlement to learning due to being unable to physically access areas of the school.

As with any additional needs the school works closely with parents and appropriate outside agencies to ensure equality of access for all.

Every Child Matters

This Personal Care Protocol demonstrates how we aim also to meet the five outcomes outlined in the document 'Every Child Matters-Change for Children 2004' (DFES publication -1088-2004, version 1.0); namely:

1. Be healthy
2. Stay Safe
3. Enjoy and achieve through learning
4. Make a positive contribution to society
5. Achieve economic well-being

Leigh Primary School Personal Care Protocol

This Protocol and associated Guidelines should be read in conjunction with KCC Personal Care Guidelines (updates Nov 2010):
www.kenttrustweb.org.uk/.../**personal_care_guidelines**_0309.doc

Introduction

We recognise that children coming to school at Leigh may be at different stages in their understanding of, and capability to perform, personal care. This may include difficulties with toileting, dressing and undressing, eating, drinking and washing. This may be due to disability, medical need or maturity.
Children starting school in Foundation Stage may:

- Be fully toilet trained across all settings;
- Have been fully toilet trained but regress for a short while;
- Be fully toilet trained at home, but prone to accidents in other settings;
- Be on the point of being toilet trained but require reminders and encouragement;
- Not be toilet trained at all, but be likely to respond quickly to a well-structured toilet training programme;
- Be fully toilet trained but have serious disabilities or learning difficulties;
- Be fully toilet trained but regress for a short while due to medical problems;
- Have delayed onset of full toilet training in line with other development delays, but will probably master these skills during the Foundation Stage;
- Have AEN/SEN that make it unlikely that they will be toilet trained during the Foundation Stage.

Definitions

The term “personal care” encompasses those areas of physical and medical care which most people carry out for themselves, but which some are unable to carry out for themselves due to medical, disability or maturity related needs.
At school, support may include:

- Help with toileting, including changing of nappies/pull ups or changing of clothing due to accidents;
- Help with eating or drinking;
- Help with dressing and undressing, especially for PE lessons or use of specialist clothing (ie outdoor wear);
- Help with washing;
- Help with application of lotions and creams for medical or prophylactic purposes, including the application of sun lotions;
- Help taking prescription medicines

General

It is the parents/carers responsibility to ensure that the school is kept informed of any medical condition and treatment required by their child/children in order to assist the school in caring for the child appropriately. Our policy has been drawn up in accordance with good practice and KCC guidelines and includes a full personal care protocol.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

Child Protection

The normal process of assisting with personal care, such as changing a nappy, should not raise any child protection concerns. We undertake rigorous CRB checks to ensure the safety of our children with staff employed by the school.
There are no regulations that state that a second member of staff should be present during such procedures to ensure abuse does not occur, although it is considered good practice for supervising adults to notify another nearby adult of the procedure they are about to undertake – Section 18 in the Government Guidance "safe practice in education" states that:
"staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken".

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Head Teacher Safeguarding Lead or DSL.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Staff involved in anticipated, or planned, personal care procedures, will be offered appropriate training and updates.

Guidelines for Changing Nappies/Soiled or Wet Underwear.

1. Consider whether child can be changed standing up in a toilet cubicle (preferred method) or needs to be lying down. Children form Year 1 upwards should be changed standing as far as possible. Take into account the child's personal preference for changing.
2. Wash hands;
3. Assemble equipment required;
4. Place child on mat/table if changing lying down;
5. Put on gloves;
6. Remove wet/soiled nappy/clothes;
7. Flush away faecal waste from underwear and fold nappy/clothes inwards to cover faecal material;
8. Wrap soiled disposable nappy in nappy bags or double wrap in other bags and place in covered waste receptacle;
9. Bag soiled clothing and place in covered receptacle ready to be returned to parents/carers at the end of the day;
10. Dispose of used gloves and wipes in bin with removable liner: the bin should be emptied at least once a day
11. Once the child has been changed and returned safely to class, the area should be cleansed with a detergent spray or soap and water
12. Hands should be thoroughly washed whether gloves have been used or not
13. The Record of Personal Care Intervention should be completed and signed.

Aims of the Protocol

This protocol aims to:

- Ensure children at Leigh Primary School feel safe and secure;
- Ensure pupils at LPS have the right to dignity, privacy and a professional attitude from staff when meeting their needs;
- Ensure pupils at LPS have access to appropriate information and support to enable them to make appropriate choices or to make a complaint;
- Enable pupils to aim for independence.
- Intimate care is carried out properly by staff, in line with any agreed plans
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Aim 1: to ensure children at Leigh Primary School feel safe and secure

At Leigh Primary School we believe that:	We work towards our aim through the following strategies:
…all pupils have the right to feel safe and secure whilst in our care	• ensuring staff involved in personal care procedures are familiar with pupils involved • ensuring those in need of personal care have completed a home school personal care agreement • involving pupils as much as possible in the management of their own personal care • keeping a professional and caring approach and attitude towards all areas of personal care; • explaining procedures in advance and during the task to the pupil; • requiring staff to notify another member of staff before carrying out any personal care procedure; • ensuring that the Head Teacher or DCPO is informed of any concerns related to personal care issues immediately; • ensuring that pupils personal care needs are dealt with quickly and discreetly to prevent any distress; • informing parents/carers on collection of any personal care procedure that has been undertaken; • keeping careful and consistent records of procedures undertaken.
… all pupils have the right to be treated with respect	• ensuring that the way we talk to pupils, and around them, demonstrates sensitivity to their needs for example by not discussing personal care in earshot of other pupils; • ensuring staff are kept aware of any religious or cultural sensitivities regarding personal care • speaking to pupils using age appropriate language and using agreed terminology for body parts or bodily functions; • ensuring that procedures take place with the maximum level of comfort possible

Aim 2: to ensure pupils at Leigh Primary School have the right to dignity, privacy and a professional attitude from staff when meeting their needs

At Leigh Primary School we believe that:	We work towards our aim through the following strategies:
… all pupils have the right to privacy and dignity at all times	• ensuring our facilities enable personal care tasks can take place discreetly; • ensuring that the way we talk to pupils, and around them, demonstrates sensitivity to their needs for example by not discussing personal care in earshot of other pupils; • pupils are familiarised with the facilities and locations where personal care will take place; • respecting pupil preferences regarding the sequence of care procedures; • asking permission from pupils before undertaking any personal care task; • encouraging the development of independence in personal care tasks.

Aim 3: to ensure pupils at Leigh Primary School have access to appropriate information and support to enable them to make appropriate choices or to make a complaint

At Leigh Primary School we believe that:	We work towards our aim through the following strategies:
… pupils have the right to know options open to them regarding their personal care	• Discussions with pupils about their personal care both before and during procedures; • Ensuring pupils are aware of procedures that are about to take place; • Agreeing terminology with pupils and parents/carers for parts of the body and bodily functions, and encouraging staff and pupils to use these appropriately; • Encouraging pupils to undertake as much of the procedure themselves as possible including washing intimate areas and dressing/undressing; • Seeking pupil's permission to support before undressing/assisting; • Addressing the child in age appropriate ways
…pupils have the right to complain about aspects of personal care which they are unhappy with without fear of a negative response	• Agreeing with the pupil beforehand the procedure about to be undertaken;

Aim 4: to enable pupils to aim for independence

At Leigh Primary School we believe that:	We work towards our aim through the following strategies:
…it is an essential role of the primary school to encourage independence in terms of academic and personal development	• Involving the child with their personal care requirements • Reviewing with parent/carers the personal care needs of individuals on a regular (new termly) basis; • Implementation of toilet training plans where appropriate; • Agreed rewards/encouragement for successful independent personal care.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.
The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.
Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.
The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

Appendix 1 – Home School Agreement – Personal Care

Leigh Primary School
Home School Agreement for Personal Care

In the event of your child requiring support with intimate or personal care (as defined in the Medical and Personal Policy – personal care protocol),

Leigh Primary School agrees to:

- Ensure that your child feels safe and secure at all times;
- Ensure your child's right to privacy and dignity;
- Change your child should they soil themselves or become wet in adherence with the attached protocol;
- Inform parents or carers on collection if a care procedure has taken place;
- Report to the Head Teacher or DSL if the child is distressed or shows marks/rashes;
- Encourage the child's participation in toileting procedures where this is appropriate;
- Assist your child to apply sunscreen when needed, whilst encouraging increasing independence with this task;
- Call parents should the level of care exceeds what a staff member is comfortable to provide or the facilities on site to ensure that the child is sufficiently clean.
- Encourage increasing independence in all aspects of personal care;

Parents/Carers agree to:

- Support the procedures./protocol to be followed at school in the event of your child requiring personal care;
- Inform the school of any marks/rashes
- Inform the school immediately of any toileting or personal care issues which arise (eg diagnosis of a UTI)
- Attend school to take their child home or provide personal care on site if the school feel that the level of care exceeds that can be provided by the staff member or the facilities on site.
- Discuss with the school a Personal Care Plan should toileting issues be ongoing;

In addition, where a child enters Foundation Stage still in nappies or pull ups, Leigh Primary School agrees to:

- Develop a Personal Care plan in discussion with parents/carers, which states the minimum number of changes to be undertaken each day, and the personnel to be involved in this;
- Review arrangements with parents/carers on a (new) termly basis;
- Change your child should they soil themselves or become wet;
- Discuss arrangements for personal care with parents/carers in the event of off site visits

Parents/carers agree to:

- Change your child at the latest time possible before coming to school;
- Provide sufficient spare nappies or pull ups, wet wipes and a change of clothing;
- Contribute to the development of a personal care plan with staff;
- Review with staff the arrangements on a new termly basis;
- Inform school as soon as possible of any changes in your child's personal care needs.

In the event of a child soiling themselves or becoming wet, staff will ensure clothing is changed and soiled items returned, bagged, to parents/carers at the end of the day.

Appendix 2: template intimate care plan

PARENTS/CARERS

Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD (If appropriate)	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting) I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection) I understand the procedures that will be carried out and will contact the school immediately if I have any concerns I understand that I may be called to collect my child if the intimate care required cannot be met within the school's facilities	Please tick
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

	Signed	**Date**
Approved by Governing Body	Governing Body	01/09/25
Chairman of Governors	David Dorrell and Stephen Hall	01/09/25
Headteachers	Jenna Halfhide and Joanne Shobbrook	01/09/25