

SHARLEY PARK COMMUNITY PRIMARY SCHOOL PERSONAL CARE POLICY

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Date Reviewed	Signed	Minute Number

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Introduction

At Sharley Park Community Primary School we recognise that there may be occasions when pupils require the assistance of staff with personal care procedures. This may be necessary, for example:

- during the provision of medical care,
- when assisting young children with toileting,
- when assisting young children with dressing/undressing, for example during PE or swimming,
- As part of a care package for children with disabilities which may include showering.

Aim

The aim of this policy is to provide a framework which ensures that all staff follow practices which maximise the safety, dignity and independence of children at all times whilst minimising the potential for their actions being called into question.

General

- Depending on their abilities, age and maturity children should be encouraged to act as independently as possible during personal care procedures.
- All children have a right to safety, privacy and dignity when contact of a physical or personal nature is required.
- The emotional responses of any child to personal care should be carefully and sensitively observed and where necessary any concerns passed to the Headteacher and parents/carers.
- It will not be appropriate for a member of staff to initiate personal care procedures with a child without first ensuring a second member of staff is present.
- Photographic equipment, including mobile phones or computers with a camera facility will not be permitted in the vicinity whilst the personal care procedure is being carried out with an individual child in a private setting; whether or not the equipment is turned off.
- Each time personal care is administered to a child, the details (date, time, two members of staff present, reason) must be recorded in one of the personal care books located in each changing room.

This means that adults should:

- ✓ adhere to the school/service's personal care guidelines or code of practice
- ✓ make other staff aware of the task being undertaken
- ✓ explain to the child what is happening
- ✓ consult with senior managers and parents/carers where any variation from agreed procedure/care plan is necessary
- ✓ record the justification for any variations to the agreed procedure/care plan and share this information with parents
- ✓ ensure that any changes to the agreed care plan are discussed, agreed and recorded.

Personal Care

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Each child's personal care routines should be individual to that child with no other child present so dignity is respected at all times.

Signs on changing room doors will indicate when the room is in use and this needs to be respected as the door will never be locked.

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils with whom they work and to follow the appropriate recording procedures.

This means that adults should:

- ✓ avoid any physical contact when children are in a state of undress
- ✓ avoid any visually intrusive behaviour
- ✓ where there are changing rooms announce their intention of entering

This means that adults should not:

- ✓ change in the same place as children
- ✓ shower or bathe with children
- ✓ assist with any personal care task which a child or young person can undertake by themselves

Children with disabilities

- ✓ Where a child requires regular personal care, the nature of the child's personal care requirements should take into consideration the child's individual abilities and awareness. This should be detailed in the child's personal care plan which is written in conjunction with parents/carers, and the child when appropriate
- ✓ The additional vulnerabilities that may arise from a physical or learning disability will be taken into account and be recorded as part of the child's agreed care plan.
- ✓ The plan will be annually reviewed.