



## HESKIN PEMBERTON'S C.E. PRIMARY SCHOOL



### PERSONAL CARE POLICY

#### **MISSION STATEMENT**

We are a happy Christian school, where everyone is helped to do the best they can.

JOY – LOVE – RESPECT – CREATIVITY –  
FORGIVENESS – PERSEVERANCE – THANKFULNESS

#### **INTRODUCTION**

This policy reflects the school's values, ethos and philosophy in relation to the personal, intimate care of children at Heskin Pemberton's Primary School. As a school, we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and understanding manner. Unless children have special needs we will normally expect that parents and carers will prepare their pupils for school by showing them how to dress and undress independently and manage their own personal hygiene. Every effort should be made to encourage independence before a child arrives at school. Where children have the need for help with personal, intimate care we will ensure that the management of those needs will be carefully planned and that any child who requires such care is treated with respect and the child's welfare and dignity will be of paramount importance at all times. This policy will ensure that all pupils at Heskin Pemberton's are treated at all times with dignity and respect. We are committed to meeting the individual needs of each child and we will take into full account their age, special needs, disability and gender when providing personal, intimate care.

#### **OBJECTIVES OF THIS POLICY**

1. To ensure that children are treated with respect when personal care is given.
2. To ensure that the personal, intimate care of children must never cause worry, distress humiliation or pain and that everything will be done to avoid embarrassment.
3. To ensure that each child's needs will be considered individually.

4. To ensure that the provision of intimate, personal care fully meets the requirements of the school's child protection policy
5. To ensure that, as a school, we provide for the needs of children who are incontinent, in line with the Special Educational Needs and Disability Regulations 2014 as far as is reasonably practicable.
6. To ensure that parents and carers are appropriately involved and where urgent or emergency care is given parents/carers will be contacted at the earliest opportunity.

## **STRATEGIES & PROCEDURES**

1. Where the need for personal, intimate care is known in advance the members of staff who provide it will be properly trained to do so and will be fully aware of best practice.
2. In the Early Years we will give particular attention to planning for the development of independence skills, particularly for children who are highly dependent upon adult support for personal care.
3. Children will be included in all school activities as much as is reasonably possible.
4. Before admitting a child who has a continence problem, we will draw up a continence care plan agreed by the school with the parents/carers and colleagues from the appropriate Health Authority. The child will also be consulted, if appropriate, as well as the staff involved in carrying out the care. The plan will include information about when and where the child will be cared for and which members of staff will support and manage the plan.
5. In an emergency any member of staff may be asked to provide personal, intimate care and they will be guided by this policy, the Child Protection Policy and any other relevant policy. Ideally more than one member of staff would be present, although in practice this is often not possible. Situations may arise where the parent may be required to attend as this is deemed the most appropriate solution.
6. Good practice in providing personal, intimate care will include the following:
  - Inform a colleague when a child needs to be taken to the toilet.
  - Consideration should be given to providing intimate care to children of the opposite sex.
  - In considering this issue, attention should be paid to the age of the child his/her wishes and feelings, any expressed parental directions along with the wishes and feelings of the member of staff concerned.
  - Staff will use gloves and protective clothing, where a child has a care plan; parents will be expected to provide the school with a reserve of

clothing. In an emergency the school will provide appropriate temporary clothing which parents will be expected to wash, iron and return.

- Parents provide nappies, wipes etc, as and when needed.

7. 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.

8. Where children have identified special needs that require personal and intimate care, individual care plans will be drawn up for children as appropriate to suit the circumstances of the child.

9. Wherever possible, staff should only care intimately for an individual of the same sex. However, in certain urgent or emergency circumstances this principle may need to be waived.

10. Where a child with SEN has on-going intimate care needs, arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan.

11. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

12. The school's Child Protection procedures will be adhered to at all times.

## **REVIEW**

The Policy will next be reviewed by the governing body in February, 2018.

Alan Brindle  
February, 2017