



Personal Care Policy

Be courageous; be strong.

Do everything in love.

1 Corinthians 16:13-14

Introduction

At Archbishop Runcie CE First School, we are committed to safeguarding and promoting the welfare of children and young people, valuing them as one of God's creations in all circumstances, especially when they are most in need. As such, we are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times and ensuring that children are treated with sensitivity and respect. No child is excluded from our school that, for whatever reason, may not be toilet trained and we work with parents/carers to support toilet training where necessary. This Personal Care Policy has been developed to safeguard children and staff. It applies to everyone involved in personal care for children at Archbishop Runcie CE First School.

Definition of Personal Care

Personal care is usually accepted to describe the care and support provided to children related to washing, dressing, eating, drinking, toileting, menstrual care and other hygiene needs. This also includes the care and cleaning of the relevant space and equipment used in providing personal care.

The personal care needs of children may change over time and are dependent on age and developmental stage.

Some children may have medical or health needs which require support to be provided at Archbishop Runcie CE First School. Meeting these needs will be addressed through separate procedures and policy.

Aims

The aims of this policy are:

- To safeguard the dignity, rights and well-being of children, ensuring that all care is provided in the best interests of children
- To ensure that all staff follow best practice when providing personal care

Principles

To ensure that all children receive high-quality care, Archbishop Runcie CE First School will apply the following principles:

- All children have the right to be treated as individuals
- All children have the right to remain healthy
- All children have the right to privacy, dignity and a professional approach from all staff when meeting their needs

- All children have the right to information and support that will enable them to make informed and appropriate choices
- All children have the right to be accepted for who they are without regard to age, gender, ability, race, culture or beliefs
- All children (and parents/carers) have the right to information and procedures for any complaint or queries they may have regarding personal care

Our Approach to Best Practice

The management of all children with personal care needs will be carefully planned, with individual needs taken into account. Staff who provide personal care are trained to do so (including safeguarding, code of conduct and positive handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to meet needs where appropriate. Advice will be sought from occupational therapists, physiotherapists and other specialists as required. Staff will be provided with training specific to the needs of the individual when this is required.

Staff will promote independence and support children to be an active part of their personal care routine, encouraging each individual to do as much for themselves as appropriate. For example, this may mean giving the child or young person responsibility for washing themselves.

Where appropriate or where best practice requires, personal care plans will be drawn up for particular individuals reflecting their specific needs and circumstances.

The number of adults required to provide support will be determined by the individual needs of the child or young person. Where support is provided on a 1:1 basis, the school will ensure all safeguarding protocols are met.

Positive engagement with the process is necessary. If a child or young person shows any sign of reluctance or distress, the personal care procedures will be paused until they are calm and regulated. This may mean not carrying out the personal care intervention at the allocated time or having to pause during the process to allow the child or young person to calm and settle. Ensuring that they are calm and positively engaged with the process of personal care will support positive outcomes for the child or young person. Staff will carry out the procedures following health and safety guidelines e.g.

- Using gloves and aprons.
- Soiled or wet clothing will be placed in a yellow waste bag bag and sealed.
- Incidents are recorded on Medical Tracker at the time of care given.
- At the end of the school day staff will discreetly pass this over to parents/carers when collecting their child and verbally give details of the circumstances.

If a child or young person is hurt accidentally, they should be immediately reassured and the adult should check that they are safe. The incident should be reported immediately to the Headteacher (or in their absence designated safeguarding lead (DSL)) and the information recorded.

If any adults providing personal care are concerned about a child or young person's reactions or responses during personal care, or are concerned that they may have misunderstood or misinterpreted an action or instruction, this should be recorded and reported immediately to the Headteacher/DSL.

Key points regarding changing

Supervision:

- Children should never be left unsupervised during nappy changing or potty training.

Safe Environment:

- The area where changing occurs should be kept clean, hygienic, and free from hazards.

Privacy:

- While privacy is important, it's also crucial to ensure supervision. Toilet doors should be left open unless fire doors are present, or if a half-glass door, the window must be kept clear.

Personal Care:

- Nappy changing and potty training are considered part of personal care and should be handled with sensitivity and respect.

Staff Support:

- Staff should be trained in appropriate methods for nappy changing and potty training, including hygiene procedures and how to support children with individual needs.

Adequate Supervision:

- Children must be within sight and hearing of an adult while undergoing personal care activities.

Continuous Improvement:

- Early years providers should regularly review their practices and make improvements to ensure they are meeting the needs of children and the requirements of the EYFS framework.

For further information, refer to the official EYFS statutory framework documents, available on GOV.UK.

Partnership Working

As with all other aspects of a child or young person's education, we will seek to work in partnership with parents and carers. Personal care will not be carried out without consultation with parents and carers. Personal care information will be shared confidentially with parents and carer using Medical Tracker. The school will also maintain positive working relationships with external agencies - working together in the best interests of children.

Whole School Implications

The personal care plan will be signed by all who contribute and will be reviewed on an agreed basis. In developing the plan, the following will be considered:

- The importance of working towards independence
- Arrangements for care during events e.g. sports day, school performances, examinations, school trips swimming, etc
- Ensuring that there are sufficient resources
- Identification of staff who can support the child or young people with personal care, ensuring cover for absence etc

Learning Environment

The plan will consider:

- The child or young person's seating arrangements in class
- A system for the child or young person to leave class without disruption to the lesson
- Avoidance of missing the same lesson due to care routines, where possible
- Awareness of a child or young person's discomfort which may affect learning
- Implications for physical education – for example: discreet clothing, additional time for changing
- Strategies for dealing with pressure from peers – for example: teasing or bullying

The Protection of Children and Young People

Safeguarding procedures will be adhered to at all times. 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 or young person's presentation, for example - marks, bruises, soreness etc. they will immediately report concerns to the appropriate Headteacher/designated person for safeguarding (DSL).

If a child or young person becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until issues are resolved so that the child or young person's needs remain paramount.

Further advice will be taken from outside agencies if necessary. If a child or young person makes an allegation against a member of staff, all necessary procedures will be followed.

Relevant Policies

This policy will be read in conjunction with the following policies:

- Accessibility
- Safeguarding and child protection
- Health and safety
- Moving and handling
- Supporting pupils with medical conditions at school
- Anti-bullying
- SEND

Date	Reviewed/updated	Staff involved
May 2025	Draft Policy in line with Clennell Guidance	KM/KF
Summer 2025	Approved by govs	FGB
Sept 2025	Reissued to all staff	KM
	Consent sought from parents and carers	SC

Appendix - Supportive Resources

1. Supporting document: Permission for schools to provide personal care (school/parents)
2. Supporting document: Supporting with personal care. (school/CHILDREN)
3. Supporting document: Toilet management plan (school/CHILDREN)

Appendix 1



Permission for school to provide personal care

Child's forename:		Child's surname:	
Date of birth:		Class:	

I agree to:

- The school to providing appropriate personal care support for my child
- Advise the school of any existing or new medical or health care need that my child has which may affect the provision of personal care
- Continue to liaise with school regarding the sharing of information and reviewing of the plan

Name of parent/carer:		Parent/carer name:	
Address:		Address:	
Relationship to child:		Relationship to child:	
Signature:		Signature:	
Date:		Date:	

Appendix 2



Supporting with Personal Care

This form can be used to address specific concerns/challenges

Child's name:

DOB:

Date:

School:

Staff helping you with personal care will:

- Stop what they are doing to help you as soon as you communicate you need support
- Treat you with respect and ensure privacy and dignity at all times
- Ask permission before touching you or your clothing
- Check that you are as comfortable as possible, both physically and emotionally
- Ensure communication is positive and focused on you and your needs

Child

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible, to let you know as soon as possible that I will need support so that you can be available and be prepared to help me
- I will try to follow my agreed support plan if I have one
- I will work with you to ensure my needs are met
- I will communicate with you or other trusted adults if I feel uncomfortable or embarrassed at any time

We will review this agreement on:

Appendix 3



Toilet Management Plan

Child's name:

DOB:

Name of support staff involved:

Area of need:

Equipment/resources required:

Location of suitable toilet facilities:

Support required	Frequency of support	Progress Review
<i>e.g. Verbal prompt every hour</i>		
<i>e.g. Support to exit classroom</i>		
<i>e.g. Support to remove clothing</i>		
<i>e.g. Support to position themselves on toilet using step stool and hand rail</i>		
<i>e.g. Verbal prompts when using the toilet, drawing attention to physical signs and symptoms</i>		
<i>e.g. Support to wipe after using the toilet</i>		
<i>e.g. Support to re-dress</i>		
<i>e.g. Support to wash hands</i>		
<i>e.g. Support to return to classroom</i>		

Review date:

Written with and signed by

Parents/carer:

Child (if appropriate):

Staff/role:

SENCo (if appropriate):

Date: