



Wootton-by-Woodstock CE Primary School

Policy Agreed: Sept 2019
Person Responsible: Valerie Lucas
To be reviewed: Sept 2024

Policy for Personal Care 2019

STATEMENT

Children attend school with a range of personal developmental needs including those focussed on personal care. These needs may arise through developmental delay or impairment; or through lack of experience and differing parental expectations.

It is the duty of all settings to attend to a child's personal care needs in accordance with Oxfordshire's Personal Care policy and our school will facilitate this as described below.

RESPONSIBLE PERSON

The Head Teacher and governors are responsible for all aspects of school provision. It is their responsibility to ensure that the personal care needs of children are attended to. This responsibility is met through delegation of staff duties.

At Wootton by Woodstock school we believe that children are entitled to:

- Be consulted about their personal care in accordance with their age and maturity
- Have their personal care needs met by people they know and trust.

We believe that parents/carers are entitled to:

- Be consulted about their child's personal care to ensure that it is sensitive to the family's culture and matched to the child's needs.
- The assurance that their children will, whenever possible, only receive personal care from people who know him/her well
- Support in managing toilet training.

We believe that staff are entitled to guidance or training to enable them to:

- Listen to children's preferences regarding personal care, and respect their rights to privacy and dignity.
- Meet children's individual needs.
- Protect children and themselves from infection.
- Feel confident and informed about their responsibilities for personal care with regard to current guidance and legislation

PRACTICE

HEALTH AND SAFETY

A risk assessment for changing and the disposal of nappies will be carried out, and appropriate guidance will be given to staff in accordance with the school's Health and Safety Policy.

- Staff will inform a colleague when leaving the room to change a child.
- Staff will use disposable gloves and aprons while dealing with the incident



- Soiled nappies are to be double wrapped and placed in an outside bin or placed in a hygienic disposal unit.
- Hot water and liquid soap is available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels are available for drying hands.
- Nappies, aprons, gloves etc will be disposed of in according to the schools health and safety policy.
- Children will be changed in the appropriate toileting areas. As the toilet cubicles are fairly small if a child needs lots of support a 'Do not enter' sign will be placed on the door to ensure that privacy and dignity are maintained during the time taken to change the child.
- Depending on the circumstances, the disabled toilet area may be used. Staff need to beware of the dignity of the child when taking the child through the Oaks classroom or across the playground.
- The changing area will be washed with hot soapy water
- Children should not be left for long periods of time when changing after a toileting accident. Spare clothes will be kept in an accessible place. Children needing support with toilet training with be encouraged to keep some spare clothes at school. It is not deemed necessary to have two members of staff present as all staff are DBS checked.

MENSTRUATION

- Staff will respect the privacy and dignity of children reaching puberty and needing support with feminine hygiene. Children may use the staff toilets if they wish. There is a bin in the staff toilets for safe disposal of sanitary products. Sanitary products should not be flushed down the toilets.

Arrangements for working in partnership with parents (for children needing continence support)

Parents will be asked to sign an agreement allowing staff to change their child.

The school will:

- maintain open communication between parents and staff so that issues regarding children's personal care can be readily discussed
- ask for information about a child's progress in the area of personal care and plan with parents and carers to ensure the needs of the child are met appropriately

Arrangements for working in partnership with other agencies and other schools

The school will:

- Ensure that parents of a child who is in need of continence support are given information about local services.
- Work closely with other healthcare professionals to ensure the best practice for the individual child.

Arrangements for reviewing, monitoring and evaluating the effectiveness of the provision

This policy will be reviewed regularly in accordance with the school development plan. Prior to formal review the head teacher and governors will gain information from staff, parents and children about the provision and recommend changes as appropriate.



Name of child

Date of birth

Personal care comments/discussion.

Please include details of support needed/ times of changing/ types of nappies or pull ups used.

I agree to provide the resources. E.g. wipes, nappies, disposable gloves.
I give permission for staff to change my child.

Signed

Date