Hook-With-Warsash Church of England Academy

Personal Care Policy

Signed:

Headteacher_____

Inclusion Manager _____

Reviewed: June 2026

Date to be Reviewed: June 2027

Pupil Discipline, Curriculum & Early Years Committee

"Let Your Light Shine"

To provide an inspirational environment based on Christian values where individuals can excel and flourish academically, socially and emotionally, preparing them for life's journey.

Hook-with-Warsash C of E Academy

Personal Care Policy

Introduction

The school aims to provide an inclusive learning environment that supports children with a wide range of needs. The Policy Leader is **Zoe** Hine, the SENDCo. Staff who work with children will realise that the issue of personal care is a difficult one and will require staff to be respectful of individual's needs.

Personal care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demands direct or indirect contact with or exposure of the genitals. It may involve any one of the following:

- Assisting a child to change his/her clothes
- Changing a child who has soiled him/herself
- Guiding a child involved in intimate self-care
- Providing first aid assistance
- Providing comfort to an upset or distressed child
- Feeding a child
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.*

*In the case of a specific medical procedure only a person suitable trained and assessed as competent should undertake this procedure. Parents have the responsibility to advise the school of any known intimate care needs to their child.

Principles of Personal Care

The following are fundamental principles of personal care upon which our policy guidelines are based:

- Every child has a right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- All children have the right to be involved and consulted in their own personal care to the best of their abilities.
- All children have the right to express their views on their own personal care and to have their views taken into account.
- Every child has the right to have levels of personal care that are appropriate and consistent.

Children's dignity will be preserved and a high level of privacy will be provided to them. Staff who provide personal care to children have a high awareness of child protection issues. They will work in close liaison with parents/carers to ensure a high level of care is provided.

Hook-with-Warsash Academy is committed to ensuring that all staff responsible for the personal care of children undertake their duties in a professional manner at all times and recognises that there is a need to treat all children with respect when

personal care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Partnership with Parents/carers

Open and supportive communication with parents/carers is fundamental to planning for and meeting the child's personal care needs effectively and sensitively. Parents will need to feel confident that the school is able to support their child's personal care needs and is positive about doing so, and should be encouraged to be open about and able to discuss any concerns.

Assisting a child to change his/her clothes

On occasions a child may require some assistance with changing. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be phoned and asked to assist their child.

Changing a child who has wet/soiled him/herself

If a child wets/soils him/herself in school a professional judgement has to be made as to the action to be taken. The child's needs are paramount and he/she should be comforted throughout. The following guidelines outline our procedures:

- The child will be given the opportunity to change his/her underwear in private and carry out this process themselves.
- The school will have a supply of clean underwear and spare uniform for this purpose. If a child regularly soils him/herself the parents will supply wipes and clean clothing.
- If a child is not able to clean him/herself independently two members of staff will remain with the child to provide guidance and support, ensuring their dignity is maintained at all times.
- If a professional judgement has been made that the child has soiled themselves to such an extent that it is inappropriate for them to try to clean themselves in school with guidance from a member of staff the parent/carer will be phoned to come and support their child for changing. A member of staff will remain with the child to support them until they arrive. This avoids any further distress and preserves dignity.
- A record will be kept of personal care administered ~~in the class first aid book or individual record~~ on personal care record sheets held in classrooms and in the office and will be signed by the two members of staff present.

Pastoral care procedures

- Ensure the child is happy with who is changing him/her.
- Be responsive to any distress shown.

Basic hygiene routines

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided

Our administration of Medications Policy outlines arrangements for the management of the majority of medications in school.

Parental permission must be given before any medication is dispensed in school.

A small number of children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy will have an individual care plan. This care plan will be formulated by the relevant medical body.

Children with special educational needs and disabilities

In addition to the above children with special educational needs or a disability may have an Education and Health Care Plan which details specific physical needs which must be met by the school. In these cases suitably trained staff will need to be recruited and at the point of advertising duties related to personal care will be specified in the role profile.

Residential Trips

Residential educational visits are an important part of our school experience. Particular care is required when guiding children in this less formal setting.

As with extra-curricular activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by our Child Protection procedures and Educational Visits Policy. Some personal care issues may arise in a Residential context and it is important that the trip leader meets with parents/carers in advance of the trip to formulate a care plan for the duration of the visit.

School Responsibilities

All members of staff working with children are vetted by the DBS (Disclosure Barring Service). This includes students on work placement and volunteers who may be left alone with children.

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