

Personal Care Policy

We believe intimate care is activities such as oral care, changing clothes, toileting, medical assistance and supporting with personal care and changing.

We have a duty to safeguard children and staff at all times. We encourage children to develop their independence but on occasions where they need assistance they must feel safe and have personal privacy, feel valued and are treated with dignity and respect. Children should be consulted with about their intimate care and our school staff are trained in intimate care procedures.

Purpose

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform Parents/Carers in how intimate care is administered
- To ensure Parents/Carers are consulted in the intimate care of their children

Principles

The Ebor Academy Trust believes it is essential that every child is treated as an individual and that care is given as gently and sensitively as possible. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Parents/Carers should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Supporting dressing/undressing

Sometimes it will be necessary for adults to aid a child in getting dressed or undressed particularly in the Early Years. Staff will always encourage children to attempt this unaided. Adults included in this: teaching staff and support staff in your child's class, our P.E specialist

Providing comfort and support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and to be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch rather than the child is unacceptable.

Medical procedures

If it is necessary for a child to receive medicine during the academy day Parent/Carers must fill out a form from the office and discuss their child's needs with a member of the staff team

before we are able to agree to administer the medicine or medical care. Any member of staff giving medicine should check:

- The pupils names
- Written instructions provided by Parent/Carers ir doctor
- Prescribed dose
- Expiry date

Wet/Soiling

Parents/Carers will be kept fully informed of the procedures that school will follow should their child need changing during school time. If a child has soiled or wet themselves we will clean and change them in a safe, private area with a familiar adult.

However, if a Parent/Carer does not want a member of staff to provide personal care the school will contact them or other emergency contacts giving specific details about the necessity for cleaning the child. If the parent/carer is able to come to the school to change their child, we will keep the child comfortable and kept away from other children to preserve dignity until the parent/carer arrives. Children are not left on their own whilst waiting for a parent/Carer to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If the parent/carer cannot attend, the school seeks to gain verbal consent for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the Parent/Carer cannot be contacted the Head teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If a child needs to be cleaned, staff will:

- Wear protective gloves
- The process is discussed in a friendly and reassuring way with the child throughout
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid the risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Another member of staff will be available to support if this affects the ratios in the unit.
- Be aware of and responsive to the child's reaction

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All Ebor Academy Staff are subject to an enhanced DBS check, on application and cannot undertake tasks within the academy until all checks are completed satisfactorily.

It is not appropriate for volunteers to carry out intimate care procedures. Students and trainees should only do so under the supervision of a trained member of staff, following consultation with the student or trainee's college/partnership supervisors.

Permission form for the Provision of Care

If a child wets or soils themselves while they are at the school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Personal Care policy - Reply Slip

Only complete and return this slip if you ***do not*** want the school to clean/change our child. If you are happy for us to clean/change your child you do not need to return this slip.

Name of child _____ Class _____

I **do not give** consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contacts cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child

Signature of parent/career _____

Date _____

Toileting Personal Care Plan 2021-2022

Name of child:

DOB:

Male/Female:

Any important information e.g. allergies:

Names of who can toilet or change the child:

Mrs Huggins Mrs Legge

Mrs Hannington Mrs Cammidge

Miss Wilkinson Mrs Powell

Mrs Cooper

Resources to be used:

- Changing room
- Wipes
- Nappies/ Pull Ups
- Nappy bags
- Apron/gloves

How wet/soiled clothes will be dealt with:

- Nappy/ pants will be put in a double bag- disposal bags
- Wet clothes will be put in a carry bag
- Child will be cleaned
- Area will be cleaned and disinfected
- Regular changing room checks throughout the day.

Any other arrangements:

We invite our parents in at 3pm upon collection to check and ensure they are happy with their child's intimate care for the day before they go home. This is also an opportunity to discuss any toileting accidents from the day.

Please see Miss Wilkinson if you have any questions or want to discuss this policy further.

This form should be completed by the parent/carer and a member of staff and a copy given to both.

I agree that my child should be assisted with toilet or changing as described above:

Signed (Parent/Carer): _____ **Date:** _____

Signed (Staff member): _____ **Date:** _____