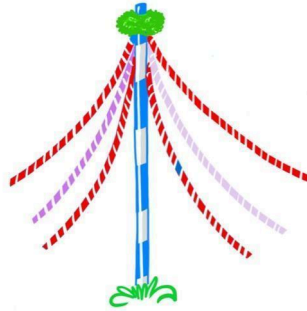


# Maypole School



## POLICY FOR PERSONAL CARE

2025–2026

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# 1. INTRODUCTION

The pastoral care of our children is central to the aims, ethos and teaching programmes at Maypole School, and we are committed to developing positive and caring attitudes in our children. It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures in this policy apply to everyone involved in the personal and intimate care of children.

## What is Personal Care

Personal care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child. In school this may occur on a regular basis or during a one-off incident.

Maypole School is committed to ensuring that all staff responsible for the personal care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our 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.

## Examples of Personal Care

Personal care is any care which involves one of the following:

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him/herself
- Assisting with toileting issues
- Supervising a child involved in personal self-care
- Providing first aid assistance
- Providing comfort to an upset or distressed child
- Feeding a child
- Providing oral care to 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 procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of insulin.) Parents/carers have the responsibility to advise the school of any known personal care needs relating to their child.*

# 2. PRINCIPLES OF PERSONAL CARE

The following are the 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.
- Wherever this is possible, Personal Care **MUST ONLY** be carried out by a person of the same sex as the child. In the event that this is not possible, then two members of staff must be present.

### **3. ASSISTING A CHILD TO CHANGE THEIR CLOTHES**

#### **Helping with dressing / undressing**

This is most likely to be required with pupils in Key Stage 1. On occasions an individual child may require some assistance with changing if, for example, they have an accident at the toilet, gets wet outside, or has vomit on their clothes etc.

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 sent for and asked to assist their child and informed if the child becomes distressed.

**Staff members must always inform another member of staff when they are assisting with any form of personal care.**

#### **Changing a child who is in nappies.**

The normal toileting routine will have been discussed with the family and this routine will be continued during the school day wherever possible, whilst trying to limit disruption to the learning. When a child has soiled/nappy needs changing, where possible, two members of staff will support with this.

#### **Changing a child who has soiled (not in nappies).**

If a child soils themselves in school, then a professional judgement has to be made whether it is appropriate to change the child in school, or to request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount, and they should be comforted and reassured throughout and if appropriate the views of the child taken into account.

The following guidelines outline our procedures, but we will also seek to make age appropriate responses.

- The child will be given the opportunity to change his / her underwear in private, either in the toilets or medical room as appropriate, and carry out this process themselves.
- Parents will need to send spare clothes, where 'accidents' are a regular occurrence.
- If a child is not able to complete this task unaided, school staff will attempt to contact the family/emergency contact, to make them aware of the situation.
- If the family/emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the family/emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached, the Executive Headteacher is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.
- Best practice is always for there to be two members of staff to be present (one undertaking the personal care and the other at a discrete distance but in nearby proximity for

safeguarding purposes). If it is not possible for two members of staff to be present then the personal care MUST be undertaken by someone of the same sex.

- When a child requires personal care, the member of staff caring for the child will notify another member of staff of the task being undertaken, so that they are aware and remain in close proximity and it will then be recorded. If the personal care cannot be undertaken by a staff member of the same sex, then two staff members MUST be present.

## **Liaison with Parents / Carers**

Personal care arrangements will be discussed with parents/carers on a regular basis and recorded on the 'Care Plan'. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing. If a child has a continuing need for personal care, for example, they are in a nappy, arrangements will be discussed with parents/carers, and an individual care/support plan will be written and signed. Advice and support from a Health Visitor/School Nurse/OT will be sought where necessary. Meetings will take place between the parents/carers and the school on a regular basis to monitor progress.

## **4. SAFEGUARDING GUIDELINES**

- Ensure that the action you are taking is necessary. Get verbal agreement to proceed, from parents and Principal/Executive Headteacher (where this is not usual daily practice).
- Ensure the child is happy with who is changing them.
- Be responsive to any distress shown.
- Apply normal hygiene routines and standards.
- Always wear protective, disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.
- Volunteers are **not** permitted to be involved in personal care.
- Where non-routine personal care has been given, this must be recorded on CPOMS.

## **5. ASSISTING A CHILD WHO NEEDS A SPECIFIC MEDICAL PROCEDURE, WHO IS UNABLE TO DO THIS UNAIDED**

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

Note that 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, these children will have an individual 'Care Plan'. This Care Plan will have been formulated by the relevant medical body. If required, school staff will receive appropriate training.

## APPENDIX 1

### PARENTAL PERMISSION FORM FOR THE PROVISION OF PERSONAL CARE

#### Maypole School

Child's Name:

Date of Birth:

Parent/Carers name:

Address:

I give permission to Maypole School to provide appropriate personal care support to my child e.g. changing wet or soiled clothing, washing and toileting.

I will advise the school of any medical needs my child may have which affects issues of personal care.

I understand I will need to provide spare clothes and nappies.

I understand that staff will endeavour to encourage my child to be independent.

Name..... Signature.....

Relationship to Child..... Date.....

## APPENDIX 2

### MAYPOLE SCHOOL PERSONAL CARE PLAN

Child's Name:

Date:

Is there an Individual Healthcare Plan? Y/N

If Yes, it must be attached to this document.

Main areas of need:

Dressing/Undressing Plan – if applicable. (Should include equipment needed and location)
Toileting Plan (if applicable) – include equipment needed and location
This plan was written by: _____ on (date) : _____ . Agreed with parents/carers: On (date) _____ Child's views were sought in relation to this plan on _____. If this was not the case, please state why:
Signed (Parent/carers) _____ Date _____ Signed (Staff member) _____ Date _____