



# Waverley School

## Personal Care Policy

Our vision



<b>Name of School</b>	Waverley School
<b>The original policy</b>	June 2005
<b>Updated</b>	February 2010
<b>The policy to be reviewed on</b>	September 2013 November 2017
<b>Due to be reviewed</b>	November 2020

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## **Introduction**

Waverley School is committed to ensuring that all staff responsible for the personal care of children and young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children and young people with respect when personal care is given. No child or young person should be attended to in a way that causes distress, embarrassment or pain.

**The Definition of personal care** is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to personal personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of a specific procedure only staff suitably trained and assessed as competent should undertake the procedure (e.g.the administration of rectal diazepam).

## **Our approach to best practice**

The management of all children with personal care needs will be carefully planned. The child or young person who requires personal care is treated with respect at all times; the child or young person's welfare and dignity is of paramount importance. Staff who provide personal care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities are provided to assist with children who need special arrangements following assessment from the school's risk assessor. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. The child or young person will be supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage each child or young person to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Each child or young person's right to privacy will be respected. Careful consideration will be given to each child's/young person's situation to determine how many carers might need to be present when a child has personal care i.e. going to the toilet. A small number of our pupils are able to use the toilet independently but where a pupil needs support, In the majority of cases one child will be supported for by two adults (particularly older students as manual handling risk assessments are likely to recommend two adults), unless there is a sound reason for having more adults present. Younger pupils may be supported by one adult, but it would be within an area where other adults are present should further support be required. All members of staff will use sensitive and appropriate language to describe and explain personal care arrangements. We will not, for example, talk about "toileting" or refer to the pupils personal care needs in front of others. We will not talk over pupils' heads about personal care arrangements. We do not use unnecessary touch and keep touch to a minimum. We ensure ensure doors are closed to ensure children and young people are not exposed.

WE WILL ALWAYS TREAT OUR PUPILS WITH DIGNITY AND RESPECT.

## **The protection of children**

Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to. 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's

presentation, e.g.marks, bruises, soreness etc., (s)he will immediately report concerns to the designated safeguarding lead. If a child becomes distressed or unhappy about being supported by a particular member of staff, the matter will be looked into 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 the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

### **Photography/Video**

Under no circumstances whatsoever do we ever photograph or video pupils in the toilets.

### **Staffing of personal care arrangements**

In the pre-school school setting male and female staff will be able to conduct personal care to both girls and boys. In the main school setting male staff will not be involved in the personal care of girls. Male and female staff may work together to support the personal care needs of boys throughout the school. However if male staff are available to support the boys this should be considered best practice. We will do our best to meet pupils and parents' wishes relating to personal care, but we may be constrained as we employ significantly more women than men. Student teachers or supply staff will not be involved in personal care.

This policy should be read in conjunction with the:

- Child Protection Policy,
- Hygiene Policy.

**This policy was agreed by the Governing Body on 16.03.10 and will be reviewed every 2 years.**

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