

# **Grand Avenue Primary and Nursery School**

## **Personal Care Policy**

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**Statement**

At Grand Avenue we aim to provide personal care to ensure pupils are supported in a sensitive way, maintaining maximum dignity and privacy at all times. We believe that the well being of the child is paramount. Appropriate staff training in child protection and supporting incontinent children will be provided by the school.

**Aims**

The aim of this policy is to set out our guidelines for staff when dealing with pupils who may need support with personal care, for example in toileting and toilet training.

We aim to take into account the individual pupil's needs and wishes

We aim to minimise any embarrassment regarding personal care issues.

We aim to support pupils in a sensitive way with respect to their age, gender and sexuality.

We aim to increase pupil independence and reduce the need for adult contact and intervention.

We aim to minimize the risk of any misunderstandings and reduce the risk of allegations made against staff.

We aim to work with parents and other professionals to implement toilet training in the home.

For pupils with Special Education Needs, due to a physical disability, who need longer term personal care, we will work with parents and other professionals to ensure appropriate support is given to the pupil.

**Admission procedures**

Grand Avenue is committed to equality of opportunity with regards to admission of children who are not yet toilet trained. It is an expectation that every pupil will be fully toilet trained on admission to our Foundation Stage, that is;

1. Have physical control over bladder and bowel
2. Is able to communicate the need to use the toilet
3. Is able to use the toilet on their own safely
4. Is able to clean themselves hygienically after a visit to the toilet

We are aware that in very few circumstances this is not the case. If a child is not toilet trained by the time of admission the staff responsible for teaching the child will be fully informed. A meeting will be held with the parents and an action plan

put in place to meet the individual needs of the child. Other Health care professionals may also be involved.

For pupils with Special Education Needs, due to a physical disability, who need longer term personal care, we will work with parents and other professionals to ensure appropriate support is given to the pupil.

### **Incontinence**

Pupils displaying regular incontinence will be reminded frequently by staff to go to the toilet. Reminders will be discreet and private so as to avoid any embarrassment this may cause. A meeting with parents will be held to discuss ways of supporting the child at home and school.

Pupils who soil themselves will be provided with support to get changed into clean clothes. This includes children who are wearing nappies. The member of staff supporting the child will maintain the pupil's dignity and privacy, ensuring the child is on their own as much as possible. Staff will remain vigilant and ensure no other members of staff or pupils walk into the designated changing area whilst it is in use.

Soiled/wet clothing will be placed into a plastic bag and discreetly sent home at the end of the session/day. Soiled nappies will be double wrapped and placed in the bin.

The number of staff supporting the child will be kept to a minimum. There is no reason for two adults to be present. Students will not be expected to support soiled or wet children. The child will be reassured and procedures to help them explained clearly. Staff will pay particular attention in respect of cultural or religious practices.

### **Toileting supervision**

Pupils who require regular supervision for toileting, changing and cleaning will be supervised, as far as practicably possible, by the same member of staff who is well known and trusted by the pupil.

Parents will not be asked to come into school to change a soiled or wet child as this directly contravenes the DDA.

For pupils in Key Stage 2 the supervising member of staff should, as far as practicably possible, be the same gender as the pupil, unless the pupil expresses a preference.

Unless changing a nappy, staff are not required to touch or wipe the genital area of a pupil. Supervision and guidance will be given to the pupil to ensure they are clean before returning to class. In some cases, pupils with Special Education Needs, due to a physical disability, may need further support in keeping clean and this will be discussed with parents and other professionals. If personal care of this nature is required, then a personal care plan will be written, agreed and

signed and after personal care is given, it will be documented in the pupil's log book/file.

**Concluding statement regarding staff providing personal care**

It is acknowledged that any member of staff may refuse to provide personal care for a pupil, whether or not they have direct responsibility for the child.

Staff must also remain vigilant and be aware that assisting pupils with toileting and/or cleaning carries a risk of allegations of abuse.

The prime concern for the school is to balance the health, safety and well being of the child with the protection and safety of staff. Staff will be aware of cross-contamination and in order to protect against risk, high standards of hygiene should be maintained consistently at all times. The essential routine will be adhered to at all times. Plastic or disposable aprons are available.