



Loving to Learn, Learning to Love'



Personal Care Policy

Last Reviewed: November 2023

Review Date: November 2024

1. INTRODUCTION

1.1 St Mark's CE Primary School is an inclusive school and as such has a number of pupils who require assistance with personal care.

1.2 The school recognises its duty and responsibility to ensure the welfare and safeguarding needs of pupils in receipt of personal care and to provide a service that promotes a safe and secure environment for both staff and students in accordance with the Equalities Act 2010 and in line with Keeping Children Safe in Education 2023.

1.3 Personal care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their physical difficulties or other special needs. Examples include care associated with continence and peg feeding as well as more ordinary tasks such as help with washing, toileting or dressing.

2. POLICY STATEMENT

2.1 This policy seeks to respect the dignity of, and to provide a safe environment for pupils who require personal care assistance.

2.2 This policy seeks to ensure there is a safe working environment for staff who deliver personal care to students.

2.3 The following are the fundamental principles upon which the Policy and guidelines are based:

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

3. AIMS

3.1 This Personal Care Policy has been developed to safeguard pupils and staff. It applies to everyone involved in the intimate care of students.

3.2 This policy covers the responsibilities of all staff delivering personal care, either part time, agency or full time members of staff.

3.3 The Headteacher and Deputy Headteacher, in consultation with the Inclusion Leader, will be directly responsible for ensuring only trained staff deliver personal care.

3.4 The Local Governing Board is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

This procedure should be read with reference to St Mark's CE Primary School's:

- Single Equality Scheme and Accessibility Plan
- Special Educational Needs Policy

- Safeguarding and Child Protection Policy and Procedures.

4. PROCEDURE

4.1 All staff involved in personal care will receive either in-house or external training on delivering personal care. Staff will be made fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

4.2 Staff will work in close partnership with parent/carers, the pupils involved, and other professionals to share information and provide continuity of care.

4.3 Where students with complex and/or long term health conditions have a care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this Personal Care Policy.

4.4 There must be careful communication with each pupil who needs help with personal care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the pupils of an appropriate level of understanding, permission should be sought before starting an intimate procedure.

4.5 All pupils and / or their parents in receipt of personal care will be involved in the creation of their individual personal care plan and to be encouraged to develop as much independence as appropriate. The plans will be held in the care plan file.

4.6 The religious views, beliefs and cultural values of pupils and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

4.7 Two members of staff will work together to deliver personal care such as peg feeding in order to provide checks as to the correct administering of the care. A peg feeding log will be completed by both adults each time the child has a peg feed. Incontinence care will be carried out by one adult.

4.8 Sanitising products and PPE will be provided by the school.

This policy be will be reviewed annually.

Signed:
Mr L. Nicholls
Headteacher

Signed:
Mrs L. Jones & Mrs J Thompson
Co-Chairs of the Local Governing Board

Date: