



# Oakthorpe Primary School

## Personal Care Policy Updates

<b>Name of School</b>	Oakthorpe Primary School
<b>The original policy</b>	September 23
<b>Updated</b>	June 24
<b>The policy to be reviewed on</b>	June 25
<b>Due to be reviewed</b>	June 25
<b>Governing Body</b>	Summer 2 24 meeting

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### Introduction

Staff who work with children who have SEND and additional learning needs will realise that the issue of personal care is a difficult one and will require staff to be respectful of the individuals.

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

Staff deliver Personal, Social, Health and Citizenship Education, to all children as appropriate to their developmental level and degree of understanding. Staff will always use the correct anatomical term for the personal areas of the body in line with the PSHE and Science curriculum. Staff will communicate and reinforce the terms public and private body parts and reinforce the importance of this during their personal care, along with the concepts of YES and NO and CONSENT with children. Pupils are taught the function of the toilet and how to be safe in the toilet at school. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home. Continuity of approach between home and school is vital.

### Principles and Procedures

Staff who provide personal care receive Child Protection, safeguarding and Health and Safety training and are updated with current best practice. Information on children's needs will be shared when

moving class. This is to ensure a consistency of approach and vocabulary between all staff. There is careful communication with each child who needs help with personal care in line with their preferred means of communication. Particular care should be taken with children who are at a very early level of communication to ensure that they are involved as much as possible. The child should be made aware of each procedure that is carried out and the reasons for it. A running commentary on staff actions and child's involvement will be provided by staff.

As a basic principle, children will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for cleaning themselves.

Each child's right to privacy will be respected. Where possible one child will be cared for by one adult unless there is a sound reason for having two or more adults present. If this is the case, the reasons should be clearly documented.

### Our approach to best practice

The management of all children with personal care needs will be carefully thought about. The child who requires personal care is treated with respect at all times; the child welfare and dignity is of paramount importance.

All members of staff will use sensitive and appropriate language to describe and explain personal care arrangements when supporting children. We will not, for example, talk about "toileting" or refer to the child's personal care needs in front of others. We will not talk over child's' heads about personal care arrangements. We do not use unnecessary touch and keep touch to a minimum. We ensure doors are closed to ensure children and young people are not exposed and are taught about being private during this personal care routine.

WE WILL ALWAYS TREAT OUR CHILDREN WITH DIGNITY AND RESPECT.

### The protection of children

Child Protection Procedures are followed. Through PSHE, 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.