A Policy Framework for the Provision of Personal Care

1. Introduction

The purpose of these guidelines is to set out a framework within which staff who provide personal care to children with special needs can offer a service and approach which acknowledges the responsibilities and protects the rights of everyone involved.

From a child protection perspective, personal care involves risks both for children and adults. By acknowledging these risks, we create an awareness of the importance of maximising safety for all concerned and promoting the best interests of the child. It is also important that staff feel confident in their practice and that if there are training needs these are highlighted.

It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body.

2. Legislation

Under the provisions of the Children Act 1995 there are a number of themes that protect the rights of children in need with disabilities. They include:

- Regard should be given to the views and wishes of the child.
- Professionals involved with children should seek to work in partnership with the child’s family.

3. Definition of Personal Care

Personal care encompasses areas of personal care which most people usually carry out for themselves but some are unable to do so because of impairment or disability.

4. Principles of good practice

These are the principles that we as a school will work to and will form the basis of our induction process.

- Allow the child, wherever possible, to express a preference regarding his/her carer.
- Speak to the child by name and give explanations of what is happening.

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- Ensure privacy appropriate to the child’s age and the situation.
- Encourage the child to care for him/herself as far as possible.
- Be aware and responsive to the child’s reactions.
- Male members of staff should not normally be involved in providing routine intimate care for girls. Boys in middle and upper school should be asked if they would prefer a male member of staff to support them. (Clearly there is a difficulty with the limited number of men in school).
- When washing always use soap or disposable wipes and encourage the child to wash themselves whenever possible. Use the adjustable showerhead for difficult areas first before offering to assist.
- Provide facilities that provide privacy and modesty.
- Two members of staff should be present when providing intimate care (unless a letter to the contrary has been provided in special cases). The second member of staff should be at the door to protect staff and pupils and ensure dignity and privacy.
- Items of disposable clothing, such as gloves and aprons, should be provided and readily accessible.
- Protective apron, gloves and overshoes should be worn.
- Special bins should be provided for the disposal of wet or soiled pads.
- Rinse soiled clothing to remove most of the waste and double wrap in deoderised bags. Then put into carrier bag for return home.
- Supplies of cleaning materials should be provided for cleaning and disinfecting changing surfaces.
- Supplies of fresh clothes should be easily to hand so that the child is not left unattended whilst they are found.
- Checks should be made beforehand that suitable facilities are available for personal care on excursions and residential trips.

5. Training/Induction

Staff will receive training in good working practices which comply with health and safety regulations such as the wearing of rubber gloves for certain procedures and methods for dealing with body fluid spillages and manual handling if required.

Staff will be provided with the opportunity to discuss concerns that they may have around providing personal care for children.

6. Recording of Incidents

Incidents of personal care being carried out should be recorded on the forms provided noting any concerns or changes in the behaviour of the child. See Appendix one. It should also be filled in on behaviour watch, under the pastoral care section.

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7. Partnership with Parents

Much of the information required by the school to make the process of personal care as comfortable as possible for the child is available from the parents. They should be closely involved with Care Plans where personal care arrangements are documented.

Wherever children can learn to assist in carrying out aspects of personal care, they should be encouraged to do so. This should be seen alongside the school’s PSHE programme in terms of giving children life skills and developing their independence.

8. Confidentiality

Sensitive information about a child should be shared only with those who need to know, such as parents/carers and other members of staff who are specifically involved with the child. Parents/carers should be advised of the incident by ‘phone when possible (rather than home/school diary).

Escorts and others should be told only what it is necessary for them to know to keep the child safe.

9. Home/school liaison

Parents and staff should be aware that matters of personal care will be dealt with confidentially and sensitively and that the young persons’ right to privacy and dignity should be maintained at all times. When compiling reports, staff should be circumspect in what they record regarding personal care.

10. Links to other policy documents

Health and Safety
Child Protection
School Medical Policy

Signed………………………………………………………………………..

Date…………………………………………

Date of Next Review     Summer 2017

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## Provision for Intimate Care

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