



## Policy for Personal Care

Reviewed October 2016

This policy takes account of Personal Care Guidance from OCC.

**Definition** – 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. Some children in our care may be unable to do so because of developmental needs, physical difficulties or other special needs or circumstances. The range of care may include such ordinary tasks as help with washing and dressing, or more intimate tasks to do with toileting over a short or sustained length of time.

**Safeguarding children** – All aspects of the school's Safeguarding Policy apply to managing and implementing personal care. It is acknowledged that all adults dealing with personal care are in a position of great trust. A culture of discussion, frequent contact with parents and working with other professionals, e.g. physiotherapists, promotes good communication and responsiveness to the changing needs of the child.

In conjunction with other professionals, parents and the child, the promotion of self-care and self-respect are paramount.

**Health and Safety** – Manual handling advice is sought from other professionals, e.g. physiotherapists, and regularly updated as the child's needs change. Items such as nappies, disposable gloves, disposable aprons, are available and disposed of in a sealed plastic bag. A Risk Assessment for the process of assisting with personal care is carried out to take account of the individual child's needs. The child will be supported to achieve the highest level of autonomy taking into account their age and abilities. Staff will encourage each child to do as much for him/herself as possible. Staff will be supported to adapt their practice in relation to the needs of the child taking into account developmental changes such as the onset of puberty and menstruation.

It is not always practical for two members of staff to assist with personal care. When a member of staff leaves the classroom to attend to the child, they will inform another adult; in this way good communication and monitoring of the child's personal care is enhanced.

Depending on the setting, care will be provided by a variety of adults; this will ensure as far as possible that both over-familiar relationships and over-dependent relationships are discouraged from developing.

This will be reviewed yearly as part of the Safeguarding Audit.