



## Barlby Bridge School- Personal Care Policy

<b>Document Status</b>			
<b>Date of Next Review</b>	November 2023	<b>Responsibility</b>	<i>S &amp; P Committee</i>
<b>Success Criteria for review completion</b>		<b>Responsibility</b>	<i>J Duckett</i>
<b>Date of Policy Creation</b> October 19	<b>Adapted school written model</b>	<b>Responsibility</b>	<i>Chair of Committee</i>
<b>Date of Policy Adoption by Governing Body</b> November 2021		<b>Signed:</b>	
<b>Method of Communication (e.g Website, Noticeboard, etc)</b>  School website			

Achieving continence is one of many developmental milestones. Barlby Bridge School works in partnership with parents and carers and other professionals to maintain a supportive and positive approach to this area.

The Equality Act 2010 (<https://www.gov.uk/guidance/equality-act-2010-guidance>) provides protection for anyone who has a disability or impairment that has an adverse effect on his/her ability to carry out normal day-to-day activities. It is therefore clear that anyone with a condition that affects aspects of personal development must not be discriminated against.

Barlby Bridge School will meet the needs of children with delayed personal development in the same way as they would meet the individual needs of children with delayed language or any other kind of delayed development. Children at Barlby Bridge School will not be excluded from normal school activities solely because of incontinence.

All issues will be dealt with on an individual basis and Barlby Bridge School will make reasonable adjustments to meet the needs of each child. We will work with parents, Enhanced

Mainstream Schools, health visitor, school nurse or Early Years Advisory Team to support the child in toilet training both at home and in school when developmentally appropriate.

### **Policy Statement**

We aim to provide an inclusive environment which sensitively supports both parents and children with intimate personal care routines. We respect children's right for privacy and will always carry out personal care routines with sensitivity and professionalism.

Any member of staff who is timetabled to work within the child's class may be required to complete the task. Whenever possible, intimate personal care needs should be carried out by an adult familiar with the child to promote continuity and ensure the child feels secure. All staff members are DBS cleared. At lunchtime this responsibility will lie with the designated member of staff supervising within the class. In cases of absence, a familiar person will complete the changing task.

There is no requirement for a second adult to be present. The staff member changing the child will make a decision on whether a second person is necessary at the time of changing the child.

There are two designated areas of changing at Barlby Bridge school – The disabled toilet in the EYFS area (which has a height adjustable changing table) and the disabled toilet near the main reception area. The member of staff changing the child will make the decision which is the nearest, or most appropriate, of the designated places to use.

Barlby Bridge School have made the necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care routine that children have the opportunity to learn with the full support and non-judgemental concern of adults.

### **Changing procedure**

- An adult familiar with the child is responsible for ensuring the child is changed regularly and as required.
- An adult familiar with the child will notify their colleagues when they are going to change the child.
- An adult familiar with the child will talk to the child at all times during personal care procedures, ensuring the child knows about the changing routines.
- The same procedures for personal care will be followed when children need changing from playing in the water or have wet/dirty clothes from playing outside or in messy play.
- In the designated changing areas there are labelled storage boxes containing wipes, nappy sacks, disposable aprons and gloves. Parents will be asked to provide any prescribed creams where appropriate.
- Parents will be asked to provide school with spare changes of clothing at the EYFS new starters meeting or prior to the child starting at Barlby Bridge School.
- Wet and soiled clothes will be placed in a nappy sack then returned to the parent for washing.

- The adult familiar with the child will create a relaxed routine which meets the child's individual needs, maintaining eye contact, if appropriate, and interaction with the child. The time spent changing the child is similar to the time that might be spent on an individual learning target. Therefore this time should be a positive, learning time.
- The adult familiar with the child will be gentle when changing; they avoid pulling faces and making negative comments about the task.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it.
- Strong disposable gloves and aprons are provided in both designated areas for use by the adult. Staff will wear these while dealing with the incident.
- Soiled wipes will be placed in a nappy sack and disposed of in the lidded bins (which are emptied fortnightly by PSE). Staff will notify Mrs. J. Kearns when stock is low in order for her to replenish this.
- The child should be encouraged to wash their hands and have soap and towels to hand. They may be allowed time for some play as they explore the water and soap.
- The changing area will be cleaned after use using an appropriate anti-bacterial cleaner and hot water. The cleaning cloths will be disposed of in the lidded bins.
- The date and time will be recorded in a book provided and signed by the adult who has completed the task. All staff involved are responsible for monitoring this.
- Hot water and liquid soap is available for the adult to wash hands as soon as the task is completed. Paper towels are available for drying hands.
- If the child is unusually distressed the staff member will ask for a second member of staff to be present.
- If marks or injuries are noticed on the child, the member of staff will report these as soon as is reasonably possible to the Designated Child Protection Officer for the School, the Headteacher or in her absence, the Deputy Designated Child Protection Officer.
- Barlby Bridge School recognise and understand that the staff have a 'duty of care' towards children's personal needs.

### **Partnership working**

The parent will:

- Ensure that the child is changed at the latest possible time before being brought to school
- Provide school with spare changes of clothing/nappies/pull ups
- Provide any appropriate creams
- Inform school if the child should have any marks or rashes
- Agree that the school will not change the child more frequently than if she/he were at home
- Review arrangements with the school regularly

The school will:

- Change the child as soon as possible should the child soil themselves or become uncomfortably wet
- Agree how often the child would be changed if the child stays for the full day

- Monitor the number of times the child is changed in order to identify progress made
- Report if the child is distressed, or if marks or rashes are seen
- Review arrangements regularly

This policy will be reviewed annually.

October 19

Review date: October 21