

## Personal Care Policy

### **Rationale**

At Stoneygate Nursery School, staff who are responsible for the personal care of children will undertake their duties in a sensitive and professional manner.

At Stoneygate Nursery School, children will be treated with sensitivity and respect when receiving support with personal care.

Stoneygate Nursery School has written this policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Stoneygate Nursery School defines personal care as being any activity which involves an invasive procedure which children are unable to do themselves due to age, physical disabilities, special educational needs, medical needs or needs arising from the child's stage of development.' Examples of personal care include changing nappies, and washing children who have soiled.

### **Stoneygate Nursery School Procedures for Personal Care**

***Stoneygate Nursery School will follow the procedures outlined below:***

1. The School will devise Personal Care Plans for specific children requiring assistance in conjunction with the child's parent and carer. If appropriate the child will be consulted and will be given the opportunity to input into the plan. Staff working with the child will be issued with a copy of the care plan.
2. Personal Care Plans will involve a thorough risk assessment to ascertain the help and support the child requires.
3. ***Stoneygate Nursery School*** will ensure that all staff providing personal care will receive appropriate training to enable them to carry out every aspect of the plan respectfully and safely. Maintaining the child's dignity will be at the forefront of every care plan and an integral part of staff training.
4. ***Stoneygate Nursery School*** will ensure that the necessary equipment and apparatus will be provided for children with a Personal Care Plan.

5. **At Stoneygate Nursery School** we will encourage and support children to be as independent as possible to help improve their confidence and self-esteem. Staff will positively encourage children to do as much personal care for themselves, giving consideration to their age and level of development.
6. **Stoneygate Nursery School** will communicate with the child requiring personal care to discuss any needs and maintain respect and dignity to the child.
7. If a child has received some personal care and they are not subject to a care plan parents or carer will be informed immediately. Information will be shared with parents or carer in a sensitive manner and will be kept confidential at all times.
8. **At Stoneygate Nursery School** two members of staff may not always be on hand to support a personal procedure. In that instance the member of staff must seek advice from the key person before starting the personal care and inform another adult when the personal care is due to commence, take place and finish.
9. **At Stoneygate Nursery School** we will ensure that children's religious beliefs and cultural values will be respected when undertaking personal care procedures. Parents and carers will be required to highlight any religious or cultural beliefs when formulating a Personal Care Plan with members of staff.

### **Child Protection and Personal Care**

- Child Protection Procedures will be followed by members of staff at the School at all times. Please refer to the Child Protection Policy.
- **Stoneygate Nursery School** will ensure that personal safety skills are taught and discussed with children if they are of an age and have a level of understanding to comprehend what is being explained.
- Members of staff undertaking personal care and suspect a Child Protection issue must inform the Headteacher immediately.
- If a child appears distressed or unhappy about any aspect of personal care the staff member must stop immediately and seek advice from the key person. The child's parents or carer will be contacted as soon as possible to discuss how best to proceed and the Centre may seek advice and support from partner agencies or professionals.
- Any allegations made against staff will be dealt with following the Child Protection Policy and Staff Capability Policy.

### **Medical Needs and Personal Care**

At **Stoneygate Nursery School** we will do everything possible to ensure that children with medical needs receive the highest quality personal care.

- Children with medical conditions may require staff to assist, for example, a child with a colostomy bag. These procedures must only be carried out after authorisation has been obtained from the child's parents or carer. A record of the written permission will be retained in the child's file.
- At **Stoneygate Nursery School** any members of staff who undertake medical interventions will be appropriately trained. Medical procedures must never be carried out by individual staff members who must always ensure that there are two members of staff present.

### **Record Keeping**

At **Stoneygate Nursery School** a written record sheet will be completed every time a child receives assistance with an aspect of their personal care.

The Personal Care Record Sheets will be kept in a school or children's centre file and made available to parents or carers upon request to the Headteacher.

**Any questions about this policy should be directed to Christine Branscombe or Claire Woodsford**

**APPENDIX 1: Personal Care Letter to Parents**

Dear Parent/ Carer

**Looking after your child - Personal Care**

At Stoneygate Nursery School and Children's Centre, staff who are responsible for the personal care of children will undertake their duties in a sensitive and professional manner.

At Stoneygate Nursery School and Children's Centre, children will be treated with sensitivity and respect when receiving support with personal care.

Stoneygate Nursery School and Children's Centre has written a policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the legal requirements of the early Years Foundation Stage statutory framework, available on request.

Stoneygate Nursery School and Children's Centre defines personal care as being any activity which children are unable to do themselves due to age, physical disabilities, special educational needs or needs arising from the child's stage of development. Examples of personal care include changing nappies, and washing children who have soiled.

We have pleasant changing areas—which we keep 'open' to view. Adults inform others of what they are going to do.

We aim to make all personal care experiences as relaxed as possible.

We would like your consent to be able to provide personal care - as / when necessary—for your child.

Please do not hesitate to ask for further information / advice if you are concerned about Personal care for your child.

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Child's Name: .....

I / We agree to my child being provided with Personal Care when necessary.

Parent Signature: .....

Date: .....

