

# PINNER WOOD SCHOOL



## PERSONAL CARE POLICY

**Approval Authority**

**Effective From:** September 2025

**Date Ratified by GB:**

**Next Review Date:** September 2026

**Signed by Chair of GB:**

## **PROCEDURE FOR PERSONAL CARE IN OUR SCHOOL**

### **Who will change the child?**

In the case of soiling, a designated member of staff will change the child. Two members of staff will be present. Once a child is of school age, they are expected to clean themselves under adult supervision.

### **Where will the child be changed?**

In the case of soiling, in the Nursery toilet area

### **What resources will be used?**

There is a stock of personal care products in school such as wipes, nappy sacks. There is also a changing mat if required

In the case of nursery children, parents are to provide pull ups, wipes and nappy sacks if they know if their child is not toilet trained. .

A 'Do Not Enter' sign is used for privacy purposes when changing.

### **How will soiled items be disposed of?**

Soiled items will be double wrapped and disposed of by school including underwear if appropriate.

### **What infection control measures are in place?**

Staff will wear disposable plastic gloves and disposable aprons

The changing area will be cleaned after use.

### **What will staff members do if the child is unduly distressed by the experience or if the staff member notices marks or injuries?**

A phone call will be made to the parent/carer after any child has been changed. They may be asked to take the child home if he/she has become distressed or is deemed to be unwell.

If a member of staff notices marks or injuries, the designated Child Protection Officer in school will be informed who will follow the normal procedures.

### **Other personal care arrangements**

Children who may require personal care should be taken by their parents to the toilets on arrival at school/nursery. This will help the child to become familiar with our toilets.

Staff should monitor the number of children requiring personal care and should inform the SENCO or Headteacher if additional resources are required.

### **Partnership working: 2**

It may be appropriate for the school to set up a home /school agreement that defines the responsibilities that each partner has and the expectations each have for the other. Discussions will take place with parents/carers if there is a concern.

Special arrangements may apply for children with more complex needs which fall outside these guidelines.

If the child wets himself and needs changing, children are expected to change themselves with an adult present.

If a child refuses staff assistance then the parent/carer will be telephoned.

These procedures should help to avoid misunderstandings that might otherwise arise and help parents feel confident that the school is taking a holistic view of the child's needs.

The procedures are in line with the Hygiene Control policy which is part of our Health & Safety Policy.