



Caversham Preparatory School

Policies and Procedures

212 Personal Care Policy

Personal Care Policy

Policy Statement

This policy provides guidance for the toileting needs of children in the EYFS including issues such as toilet training, incontinence, and toilet accidents.

However, personal care also includes helping a child, for reasons of age, illness and/or disability; with eating or drinking; washing; and dressing. It may also be useful in dealing with other incidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness, weather etc.

The School has an obligation to meet the needs of all children regardless of their stage of personal development in the same way as we would meet the individual needs of children at different stages of linguistic, cognitive, social, physical, and behavioural/emotional development. Children should not be excluded from participating in activities if they are not toilet trained. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. We see toilet training as a self-care skill that children have the opportunity to learn, with the full support and non-judgemental concern of adults.

The school will share our policy and procedures for dealing with children's general toileting needs with parents and carers. It is important that there is a positive dialogue between home and school about strategies in use with the child, so that these can be reinforced as appropriate.

Principles

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 their body.

There should be recognition that toileting support can involve risks for both the child and any adults in attendance.

Expectations

In Foundation and Reception, we have an expectation that children will:

- Know when they need to go to the toilet.
- Know how to use the toilet for themselves.
- Be reasonably effective at cleaning themselves after using the toilet.

Procedures

- Children can use the toilets whenever they have the need to and are encouraged to be independent.
- Children are reminded at regular times to go to the toilet e.g., after fruit break, before and after lunch, before leaving the building.



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- Children are encouraged to wash their hands and have soap and paper towels to hand.
- Children are not be left in soiled or wet pants or clothes as the school has a 'duty of care' towards children's needs and this could be interpreted as neglect.
- All staff are familiar with the hygiene procedures and carry them out when changing children.
- However, we recognise that children develop at different rates
- Some children will be engaged in fully developing this aspect of their self-care when they start school.
- Some children will not have had the practice that they need to use the facilities available: this could include culturally different expectations of self-care.
- Some children may start wetting or soiling themselves after they start school during the settling-in period. In these circumstances, the child's key person communicates sensitively with parents to determine if this is a temporary set-back (anxiety, arrival of new sibling, illness).
- Some children will come to school with ongoing/specific physical or medical issues such as urinary tract infections or soiling difficulties. If the child requires a medical care plan, we will refer to our Safeguarding Policy and take advice from link medical professionals on managing the child's needs.

Advice and Support

There are other professionals who can help with advice and support. Family Health Visitors and Community Nursery Nurses have expertise in this area and can support adults to implement toilet training programmes in the home. Health Care Professionals can also carry out a full health assessment to rule out any medical cause of an incontinence problem. Parents are more likely to be open about their concerns for their child's learning and development and seek help if they are confident that they and their child are not going to be judged for the child's stage of development.

Sensitivity and Respect

- The child should be spoken to by name and given explanations of what is happening. Privacy appropriate to the child's age and situation should be provided. The child should be encouraged to care for themselves as far as possible. Items of good quality, appropriately sized spare clothing should be readily available.
- Adults should be aware and responsive to the child's reactions. Some children refuse or are very reluctant for an adult outside of the family to care for them. In these circumstances special arrangements can be made for a family member to come in.
- The dignity of the child must be respected, so efforts will be made to keep confidentiality between child, school, and parent.

Safeguarding Children and Adults

- Anyone caring for children has a common law duty of care to act like any prudent parent. Staff ensure that children are healthy and safe at all times.



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- Adults dealing with personal care of a child will be employees of the school and will have undergone regulatory employment checks in accordance with the regulatory and EYFS requirements.
- All staff are aware of the school's protocol and procedures.
- All staff have received appropriate training and will receive support where necessary.
- All toileting incidents must be reported straight away. The minimum information to be kept is name of the child, date and time, the adult(s) in attendance, the nature of the incident, the action taken and any concerns or issues. The parents are informed as soon as possible, and staff should have the opportunity to raise any concerns or issues.
- Leaving a child in soiled or wet clothing for any length of time, even if waiting for the arrival of a parent or carer, must not happen as it could be interpreted as a form of abuse.
- The normal process of cleaning a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process to ensure that abuse does not take place. Safer Recruitment checks are carried out to ensure the safety of the children with the staff employed by the school.
- Members of staff must ensure that they do not change or clean a child in a room alone with the door closed.
- If there is known risk of false allegation by a child or parent, then a single member of staff should not clean a child unsupervised.

Health and Safety

- In the case of a child accidentally wetting, soiling or being sick whilst on the premises: Staff should wear disposable gloves and aprons to deal with the incident.
- We provide flushable wipes and encourage the child to use them and to wash the private parts of their body.
- Soiled clothing is double bagged and tied.
- Nappy bags are available if the clothing is beyond cleaning or has soluble matter in it. This must be disposed of immediately and the parent/carer informed.
- Hot water and soap should be available to wash hands thoroughly as soon as the task is completed.

Roles and Responsibilities

- Parents and carers are made aware of policies and procedures relating to intimate care and all specific instances related to their child.
- If it becomes evident that a child has an ongoing problem that requires regular intimate care intervention, the school will make arrangements with the parent/carer for the long-term resolution of the problem. This is likely to include a care plan that involves the parent/carer directly as well as external reference to a Health Care professional.



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Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Safeguarding Policy

Quoted Legislation and Guidance

None

Review Schedule

This policy is subject to 3 yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	Nov 2015	Reviewed
J Lawson	Sep 2018	Reviewed
J Lawson	Feb 2021	Reviewed
A Lawson	April 2021	Formatting and Updating Links
J Lawson	August 2022	Reviewed for staff CPD at the start of the new term