



**WARREN
WOOD**
PRIMARY SCHOOL

Personal Care

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A **Beyond** ACADEMY
SCHOOLS TRUST

Our Vision

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply, we strive to:

- Develop and retain the best employees who know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Mission

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.

Purpose

We take the health and well-being of our pupils very seriously. As described in the Supporting Pupils with Medical Conditions Policy, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting his/her ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care and respect when Personal Care is given, and no pupil will be left feeling embarrassed.

Legal framework

This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- DfE (2025) 'Keeping children safe in education'
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006



- The Equality Act 2010

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medications Policy

Definitions

For this policy, personal care is defined as any care which may involve the following:

Personal care in school involves supporting students with needs like toileting, changing clothes, or managing continence, especially for young children or those with disabilities/medical needs, focusing on dignity, privacy, and safety through clear policies, staff training (including handling procedures), and individual health plans, while adhering to legal duties to make reasonable adjustments for disabled pupils.

Personal tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of care include support with dressing and undressing (underwear), changing incontinence pads, nappies, menstrual hygiene or helping someone use the toilet, along with feeding a child.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Some pupils may temporarily be unable to meet their own care needs, for example, if they break an arm or leg.

Health and safety

The Beyond Trust's Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff who is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.

Staff will wear appropriate disposable gloves and, if necessary, a disposable apron while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.



Where one pupil requires Personal Care /toileting, nappies, incontinence pads and medical bags will be disposed of in an ordinary bin or nappy disposable bin if available, as per health and safety guidelines.

The changing area or toilet will be left clean. Hot water and soap are available to wash hands. Paper towels are available to dry hands.

Staff and facilities

Staff members who provide personal care are fully aware of best practices. Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Storage space
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit
- Nappy Disposal Bin

Pupils will have the option of being changed while standing up or on the changing mat, depending on which makes them most comfortable.

Staff will be supported to adapt their practice in relation to the needs of individual pupils, considering developmental changes such as the onset of puberty or menstruation.

The School and Nursery will ensure that anyone who undertakes nappy changing or personal care with children is an employee of the nursery or school and has had appropriate safeguarding checks. At all times, the child's safety, dignity and well-being are promoted.

All staff have a 'duty of care' towards children's personal need and must respond to the child's own routine or need. Only DBS checked and approved staff will change nappies and underclothing.

Students, volunteers, parent helpers or visitors are not permitted to change children's nappies. DBS checks are carried out to ensure the safety of children with staff employed in childcare and education settings.



School responsibilities

Arrangements will be made between parents/carers and staff to discuss the personal care needs of any pupil prior to them attending the school.

Pupils who require Personal Care will be involved in planning for their own healthcare needs wherever possible.

In liaison with the pupil and parents/carers, an individual care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.

The privacy and dignity of any pupil who requires Personal Care will be respected at all times.

It is preferred that a key person will change the pupil, or assist them in changing themselves if they become wet or soil themselves. If the key person is not available, an alternative member of staff will assist.

Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc, as provided by the School or parents/carers.

Members of staff will react to accidents calmly and respectfully.

Accurate records of times, staff, and any other details of incidents of Personal Care will be kept, and they will be stored in the office at the end of each day.

Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and will be changed by a designated member of staff.

In EYFS and The Evergreen Centre, if a child is in nappies, they will be changed every three hours at a minimum.

The family's cultural practices will always be taken into account for cases of personal care.

Parents/carers will be contacted if the pupil refuses to be changed or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out personal care.

Responsibilities

Staff will ensure that anyone who undertakes nappy changing or Personal care with children is an employee of the nursery or school and has had appropriate safeguarding checks. At all times, the child's safety, dignity and well-being are promoted.

Staff will ensure that suitable facilities and equipment are provided or designated places for support.

The staff work closely with parents/carers to support personal care and promote toilet training so that continuity of support can be maintained between home and school.



Staff will promote a positive climate where information about the child's developing care needs are shared and discussed with parents/carers, and issues regarding toilet training can be talked about openly.

Before a child starts, parents/carers will be asked to review this policy and be included in discussions about the child's nappy, potty or toilet training routine, so the child's current bladder/bowel development is known, and continuity of care can be planned and maintained.

As the child continues and progresses, staff will continue to discuss and update the child's routine and development with the parent/carer.

Written records are kept of all support for personal care. This includes the date and time of care, and who supported the child.

Staff Responsibilities in Supporting Positive Self-Esteem

Staff will work with the child to promote a positive self-esteem, body image and independence with self-care as far as is appropriate and practical.

Staff will remain calm and offer a supportive approach to children at all times. Children will not be rushed or forced to use the potty or toilet against their will.

Staff will approach children quietly and calmly regarding the need to change or toilet them and be mindful of the child's engagement in play.

Parental responsibilities

Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

A copy of this policy will be read and signed by parents/carers to ensure that they understand the policies and procedures surrounding personal care.

Parents/carers will inform the school should their child have any marks/rashes in intimate areas.

Parents/carers will keep the school updated on any development in their child's toileting or personal care.

Safeguarding

Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake personal care duties.

In KS1 & KS2, individual personal care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires personal care.



If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the Designated Safeguarding Lead immediately.

Swimming

Pupils regularly participate in swimming lessons, and during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

Special consideration will be taken to ensure that all children's privacy, dignity and well-being are upheld.

Feeding

Children who need support with feeding due to a medical or developmental need will be treated with respect and dignity at all times.

Staff will work closely with parents/carers to ensure feeding is appropriate to the child's needs.

The school will ensure the child is appropriately supported throughout any feeding times.

Excellent standards of hygiene will be maintained at all times when carrying out feeding.

Offsite visits

Before offsite visits, including residential trips, the pupil's individual personal care plan will be amended to include procedures for personal care whilst off the school premises.

Staff will apply all the procedures described in this policy during residential and off-site visits.

Meetings with pupils away from the school premises, where a chaperone is not present, will not be permitted unless approval has been obtained by the Headteacher.

Policy review

This policy is reviewed every two years.



Evergreen Centre

Parent/Carer Personal Care Agreement for Pupils

At the Evergreen Centre, we are committed to supporting the personal needs of our older pupils with dignity, respect, and sensitivity. This document outlines our approach and seeks your agreement to the procedures in place.

Our Responsibilities:

- Provide Personal Care in line with your child's individual care plan and EHCP.
- Ensure all staff involved are trained and DBS-checked.
- Maintain your child's privacy and dignity at all times.
- Encourage independence and involve your child in decisions about their care. This will include using visual aids and social stories to encourage self-care.
- Keep accurate records of all care provided.
- Inform you of any concerns, including refusal of care or signs of distress.

Your Responsibilities:

- Provide necessary personal care items (e.g., nappies, pads, wipes, spare clothing).
- Keep the school updated on any changes in their child's toileting, be able to change their own clothes (including for swimming) or care needs.
- Parents will be called to attend if pupils become distressed or upset whilst changing or whilst staff are supporting with personal care.
- Review and update care arrangements as necessary.

Please sign and return the attached agreement form to confirm your understanding and consent.

Parent/Carer Agreement Form

Pupil Name: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: _____

Staff Name: _____

Staff Signature: _____ Date: _____



EYFS Agreement between parent/carer and staff

EYFS Parent/Carer Agreement:

- I will provide EYFS with spare nappies, pull-ups, pants and changes of clothing.
- I understand and agree to the procedures that will be followed when my child is changed in EYFS.
- I will give consent to agree if my child can be cleaned with wipes.
- I will provide wipes for my child to be cleaned with.
- I agree to inform the nursery/school should my child have any marks/rash in intimate areas.
- I agree to review arrangements should this be necessary.

EYFS:

- We agree to change the child when necessary and to leave a child no longer than three hours without a change/check.
- We record the times a child is changed/checked.
- We agree to report should the child is distressedPersonal or if marks/rashes are seen.
- We agree to review arrangements should this be necessary.
- We will inform parents/carers if your child refuses to be changed.



Equality Impact Assessment

Who is the policy or process intended for?	Pupils	Employees	Govs/ Trustees	Volunteers	Visitors
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amendments have been made to include Evergreen Centre pupils.	
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pupil groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amendments have been made to include Evergreen Centre pupils.	
Evaluation and decision making					
Summary of action taken:					
Final decision:					

