



Archdiocese of
Birmingham



St Maria Goretti Catholic Academy

Personal Care and Toileting Policy



All Saints Catholic Collegiate

POLICY

Approval and review

Committee to approve policy	Curriculum Committee
Date of Academy Committee Approval	March 2017
Chair of Academy committee	
Signature	
Chair of Academy Committee	
Policy review period	12 months
Date of policy review	March 2018

MISSION STATEMENT

**With respect for God and united in faith, we place service before self to inspire hearts and minds.
By achieving together through out love and faith, we place Christ at the centre of all we do.**



Version Control			
Version	Date Approved	Changes	Reason for Alterations
Issue 1	Mar 2017	Annual update of policy	

Introduction

At St Maria Goretti Catholic Academy we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Personal care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care: reminding the children to go to the toilet, hygiene etc to develop their independence. As outlined in the **Development Matters** document. We are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

Changing Nappies

On some occasions, children come to our setting in nappies. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. Parents are asked to supply a bag of clean clothes for their child to be hung on their child's peg. These are taken into the changing facilities prior to changing. However a supply of spare clothing is available if necessary and parents are asked to return this as soon as possible.

If a child has needed help with meeting intimate care needs (had an accident). This is treated as confidential and shared with the parents in person at the end of the day.

Disposal of nappies, aprons and gloves safely

We have in place good hygiene practices when disposing waste to stop infection.

We follow stringent nappy changing procedures to ensure the safe disposal of waste, see below.

Changing a nappy

- A clean disposable apron and gloves is worn every time a child is changed, after having washed their hands thoroughly.
- Whilst changing, children's skin is cleaned with a disposable wipe/tissues.
- Nappies and 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by double bagging and placing in a special bin.

This bin is emptied at the end of the day

Staff Training

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). The designated employed adult is trained, DBS checked and has received training for very specific intimate care procedures where relevant. They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

Intimate care/Personal care plan

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis.

Practice

The designated practitioner who provides the care (in most cases: the child's key person) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development. Volunteers should not be responsible for changing the children.

The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.

The early years changing area is used to attend to a child's needs and every effort is made to ensure privacy and modesty.

Most procedures are carried out by just the designated person. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care.

If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.

Working with parents

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together.

Working with outside agencies

We work closely with outside agencies and utilize their knowledge and expertise where necessary. The SENCO, coordinates this approach.

This policy has been written in accordance with the Disability Discrimination Act (amended 2005) and Stoke-on-Trent LA Personal Care Guidance (2012)

Signed: _____ Executive Headteacher Date: _____

Signed: _____ Chair of Academy Committee Date: _____

The policy will be reviewed