



St Margaret Mary's RC Primary

Early Years Foundation Stage  
Personal Care Policy - Safeguarding  
Children

Approved by: Head Teacher & Governors

Date: September 2021

Next review due by: September 2022

Our school mission is at the heart of the care, security and education we provide for our children here at St Margaret Mary's Primary School:

**We try to follow Jesus in everything we do.**

We help everybody in our school family and we try to let our light shine as the light of Jesus shines. Everyone at St. Margaret Mary's is special. We feel happy and safe. We are encouraged to value ourselves and each other in an atmosphere of trust, good humour, acceptance and enjoyment.

### **Policy Statement**

This policy is to provide guidance and support for the toileting needs of all children within our EYFS including issues such as toilet training, incontinence and toilet accidents. However, personal care also includes helping a child, for reason of age, illness or disability, with eating or drinking, or in connection with toileting, washing, teeth brushing and dressing. It may also be useful for dealing with other incidents that may require a child to remove their clothes, such as, water play, messy play, sickness, weather.

### **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.

### **Procedures**

#### **Nursery**

In Nursery we recognise that children will join us having reached differing levels of independence and development in toileting and self-care:

- Key Persons/teachers have a list of children in their care who are in nappies or 'pull-ups'. This is shared with parents daily.
- Children are changed whenever the need arises. Young children are not left in soiled or wet nappies, 'pull-ups' or pants, as we have a 'duty of care' towards children's needs.
- 'Manager role' will undertake any personal care; a secondary key person will support/oversee.
- Changing areas are warm and there are safe and clean areas to lay children down if they need to have their bottoms cleaned.
- Gloves and aprons are put on before changing commences and the areas are cleaned after each use.
- We use a pull down changing unit with a clean and comfortable changing mat (at adult height for health and safety) is based in one of our nursery bathrooms.
- Changing area is left clean and ready for the next child.

- All staff are familiar with the hygiene procedures and carry them out when changing nappies or 'pull-ups'.
- Nappies and 'pull-ups' are disposed of hygienically. Soiled clothing is bagged for parents to take home and placed in each child's personal bag or tray.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on the toilet at first.
- Children who are toilet trained can access the toilets whenever they have the need to and are encouraged to be as independent as possible.
- Children are reminded at regular times to go to the toilet.
- During our transition and settling in period children have a general 'induction' tour of the toilet to make them feel safe and comfortable.
- Children are encouraged to wash their hands after using the toilet and have soap and hand paper towels and are encouraged to dispose of appropriately.
- Designated staff to be in close location/listening distance from all bathrooms so they can be alerted to any child in need of personal care support and to monitor appropriate use of the bathroom area, to ensure bathrooms are of an hygienically acceptable standard while being continuously used throughout the day.

### **Reception**

Reception classes we have an expectation that children will:

- Know when they need to go to the toilet.
- Know how to use the toilet independently.
- Be reasonably effective at cleaning themselves after using the toilet.
- Children can access 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. before and after lunch or snack times, before leaving the building for assemblies etc.
- Children are encouraged to wash their hands after using the toilet and have soap and hand paper towels and are encourage to dispose of appropriately.
- Children are not 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.
- New children have 'an induction' visit to the toilets to familiarise themselves with the environment, location of soap and towels, behavioural expectations when using the bathroom independently.
- Designated staff to be in close location/listening distance from all bathrooms so they can be alerted to any child in need of personal care support and to monitor appropriate use of the bathroom area, to ensure bathrooms are of an hygienically acceptable standard while being continuously used throughout the day.

### **Sensitivity and Respect**

- Each child will be spoken to by name and given explanations of what is happening.
- Practitioner will seek permission from the child in an appropriate and sensitive way when providing personal care and supporting toileting.
- Privacy appropriate to the child's age and situation will be provided.
- The child will be encouraged to care for themselves as far as possible.

- Items of good quality, appropriately sized spare clothing will be readily available or provided by parents and if the child has a medical condition which results in toileting accidents parents provide spare clothes bag.
- Adults should be aware and responsive to the child's reactions.
- If an issue was to arise whereby a child refused or are very reluctant for an adult outside of the family to care for them, then in these circumstances practitioners would contact a parent/carer/family member.
- The dignity of the child must be respected and as far as can be, kept confidential between child, school and parent.

### **Best Practice**

- When intimate care is given, the member of staff explains fully each task that is to be carried out, and the reason. Staff will gently encourage the child to do as much for themselves as possible and lots of praise and encouragement will be provided when the child achieves self-care.
- Dealing with body fluids, such as, urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, practitioners wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterward.
- Soiled children's clothing will be bagged to go home – staff do not rinse any clothing in school.
- Staff may on occasions dispose of underwear that is extremely soiled and not appropriate for sending home.
- Children will be kept away from the affected area until the incident has been completely cleaned.
- All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.
- At all times there will be two members of staff available to support a child's personal care. The second member of staff will support/oversee the personal care being provided in an appropriate, discrete and sensitive manner. Both members of staff will then sign and provide a written record of the personal care provided within the EYFS personal care file.
- Any persons caring for children has a common law duty of care to act like any prudent parent. All staff working in early years setting will have undergone regulatory employment checks in accordance with Government and EYFS requirements.

### **Partnership with Parents/Carers**

Staff/child's key worker works in partnership with parents/carers to provide care appropriate to the needs of the individual child. Parents/carers are verbally informed of any personal care support provided in school on the same day.

Support and advice is provided to parents with regards to toilet training, personal care, teeth brushing. We hold a welcome open day for our new nursery and reception children and parents towards the end of the summer term. Parents have the opportunity to speak to health professionals, such as dental nurse and are provided with information leaflets to support children's developing independence of personal care and toilet training.

For those children who may not be fully toilet trained we ask parents to provide the school with pull ups/nappies and a set of spare clothes/underwear. School provide changing wipes, nappy sacks and cleaning materials. If parents request staff to use own wipes this is agreed with staff/key worker and provided by parent in a bag.

Parents and carers are made aware of policies and procedures related 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. This is likely to include a care plan that involves the parent/carer directly as well as external reference to a Health Care professional. Parents are asked to disclose any toileting or medical matters to the school upon registration so that the staff are fully aware of the child's needs before their first day of school.

### **Advice and Support**

There are other professionals who can help with advice and support. Family Health Visitors and School Nurse that 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 in order to rule out any medical cause of continence problem.

### **Monitoring arrangements**

This policy will be reviewed and approved by.....every.....  
At every review, the policy will be shared with the governing board.