



# The Croft Primary School

## Personal Care Policy

At The Croft we believe

*All children and young people are entitled to an education that enables them to make progress so that they:*

- *achieve their best*
- *become confident individuals living fulfilling lives, and*
- *make a successful transition into adulthood, whether into employment, further or higher education or training*

This policy has been devised with these key principles in mind and supports the safeguarding and welfare requirements of the Early Years Foundation Stage 2021 and the Disability Discrimination Act 2005, along with the current SCC Medical Guidance (2017) and other relevant Health and Safety Guidance.

The Croft Primary School will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission.
- No child will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any child who has delayed incontinence.

## Aims

At The Croft Primary every child matters and we aim to:

- Ensure that every child feels comfortable, safe and cared for during a change of nappy and/or clothing.
- Ensure that all staff will follow a procedure which will respect the child's feelings.

## Procedure

- Any member of staff who is DBS/CRB checked can change a child's nappy/clothes should they be soiled, however staff familiar to children, identified with known needs, will change those children whenever possible
- Staff supervising children at playtime and lunchtime are required to change children (who have had toilet accidents) as soon as possible so as not to cause any further distress
- Staff will notify another staff member that they are changing a child.
- Nappies or soiled clothing should be changed in the toilet area or disabled toilet, ensuring privacy and modesty.
- If necessary the child should lay on a changing mat, which will be cleaned after each use.
- Parents will supply nappies, nappy sacks, wipes and spare clothing for children who may require it.
- Soiled nappies will be double wrapped and placed in the hygienic disposal unit.
- Staff should wear disposable gloves and aprons when dealing with soiled clothing and nappies.
- Children and staff will wash hands after the task has been completed.
- If a child becomes distressed about having their nappy/clothes changed, parents should be contacted to discuss the matter and a plan put into place to support the child.
- Staff will agree with parents appropriate terminology for private parts of the body and functions and encourage staff and children to use these terms as appropriate.

- School makes provision to help girls cope with menstruation and will deal with requests for sanitary protection in a sensitive and discreet way.

### **Safeguarding**

The process of providing personal care may, in rare circumstances, lead to a level of concern for staff regarding child protection. All staff at The Croft are trained on the signs and symptoms of child abuse. If marks or injuries are noticed on a child, staff will follow the procedure as outlined in the Safeguarding policy.

This policy sets out clear guidance on changing nappies and toileting children. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

Reviewed:  
May 2023

Next review:  
September 2025