Personal Care Policy

Albright Education Centre

Sandwell Home and Hospital Tuition Service

Signed by Chair of Governors:	
Date ratified by Governing Body:	08.10.2025
Date of Review:	08.10.2026

Introduction

All children at Albright Education Centre have the right to be safe, be treated with dignity, respect and privacy at all times, so as to enable them to access all aspects of school life.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be read in conjunction with our Safeguarding Policy, Health and Safety Policy and Policies and administration of Medicines Policy.

This policy supports the safeguarding and welfare requirements of Early years Foundation stage (EYFS) 2012 and the disability discrimination Act 2005; Albright Education Centre will ensure that:

- No child's physical, mental, sensory impairment or medical needs will have an adverse effect on their ability to take part in day-to-day activities.
- No child will be sent home or have to wait for parents due to incontinence.

Intimate care tasks – cover any tasks that involves the dressing, undressing, washing including intimate parts, helping someone go to the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/ Carers – The staff work in partnership with parents and carers to provide care appropriate to the needs of the individual child.

Parents and carers are asked to supply the following: (delete where appropriate)

- 2 nappies per day.
- Spare clothes
- Creams as appropriate

Best Practice- when intimate Care is given, the member of staff will explain as appropriate what is going to be carried out or to alert the child. Staff should encourage children to do as much as they can for themselves and give praise and encouragement.

All staff have an enhanced DBS check including those employed by supply agencies. No volunteers or Students will be expected to provide intimate care.

Safeguarding

All staff are trained on the signs and symptoms so abuse and have read and signed to say that they have understood their role in Keeping Children Safe in education 2025. All staff are aware of the appropriate arrangements for passing any concerns onto the DSL.

Most children will only require 1 person to attend to intimate care needs (but may need two adults to hoist them onto the bed).

If a particular vulnerable child identified by the DSL requires more staff to be present, a risk assessment will be made, and additional staff identified to be present. Staff should feel free to talk to the DSL or Head Teacher if they feel they are being put in a vulnerable position regarding intimate care and specific pupils.

If a child makes a disclosure about a member of staff or other adult the Safeguarding Policy will be followed.

Dealing with Bodily fluids

Where there is a likelihood of coming into contact with bodily fluids, the following minimum precautions must be adopted:

1. Disposable non-seamed powder-free latex or vinyl gloves and a disposable apron must be worn.

2. Generally a body fluids spill should be soaked up first with paper towels or some other absorbent paper. The used paper towels (and other items used to clear up the spill) should be placed in an airtight plastic bag (or clinical waste sack/container if one is available) and the top knotted to seal it.

3. The area should then be cleaned using appropriate cleaning tools and substances. It may be appropriate to dispose of or clean the tools used afterwards.

   Splashes of blood or body fluid on the skin should be washed off immediately with soap and water. Splashes in the mouth, nose and eyes should also be rinsed out.

4. If clothing becomes contaminated with blood or other body fluids, it should be sponged with cold water, then laundered separately in a hot wash. The sponge should be disposed of in a sealed airtight plastic bag (or clinical waste container).

5. Clean up spillage with an approved cleansing product. Schools should follow health and safety procedures for different types of spillage. Soiled paper towels, protective clothing, gloves etc should be discarded into a yellow bag (used for clinical waste).

6. Soiled clothing should be double bagged and sent home. Staff should not rinse it as this may increase the chance of cross contamination. Parents and carers should be informed of this.

7. On rare occasions it may be necessary to shower the child in order to make them clean and comfortable.

8. All staff should maintain high standards of personal hygiene and will take steps to prevent and control the spread of infection.

9. Soiled wipes / paper towels and nappies are safely disposed of in managed clinical waste (yellow bag and clinical waste bin, not general waste) and stored for collection till removed from the building by the site team.

Bathroom and Shower Areas

It is important to recognise that individuals need to be given choice and encouragement, to be treated with sensitivity and to preserve their self-esteem and dignity. The need for privacy and independence should be respected at all times.

Any equipment an individual requires e.g. hoist, aids and adaptations should be identified on the Individual Service Statement/ Individual Support Plan and provided and maintained according to the manufacturer's specifications.

It is everybody's responsibility to ensure bathrooms are always cleaned and fit for purpose.

Time allowing, prior to supporting an individual staff will prepare any items or equipment necessary.

Clothes and equipment should be readily available and where appropriate storage will be provided.

If additional support or equipment is needed, staff will discreetly summon assistance.

Where the use of a shower is required staff must ensure the temperature is not too hot or cold before assistance is given to use the shower.

Children should have their intimate care needs met in a medical room, changing area or bathrooms.

Children who use the toilets should be encouraged to do as much as they can for themselves. Staff should ensure that the door is closed.

Infection control

Measures to control cross infection include;

- Staff will wear plastic disposable gloves and aprons. These should both be changed between children.
- Blue roll paper should be put onto the changing beds and changed between children.
- Changing areas should be cleaned after use.
- Wet wipes should not be left in open areas for other children to use.
- Hot water and liquid soap is available for staff and where appropriate children to use after changing.
- Paper towels are available to dry hands.

All staff are responsible for reporting and recording on the individuals contact sheet the times that children are changed and their name.

Home school partnership agreement

All parents are asked to provide named spare clothes in a bag regardless of whether or not their child is toilet trained.

Parents are expected to provide nappies and where appropriate creams.

The Parent or guardian should;

- Agree to providing school with spare clothes, nappies and creams as appropriate.
- Agree to inform the school of any marks, bruises or rashes.

The school

- Agree to change the child at least once per day, or if a child soils or becomes uncomfortably wet.

Agree to report to parents if the child is distressed or if there are any marks, bruises or rashes.