



# St Luke's C.E. Primary School

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## Personal Care Policy

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**Langport Avenue**

**Longsight**

**Manchester**

**M12 4NG**

# Personal Care Policy (Nursery & Reception)

Reviewed: September 2025 – In line with EYFS statutory framework 2025

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## 1. Policy Statement

This policy sets out how our school supports the personal care needs of children in **Nursery and Reception**. It reflects the statutory requirements of the **Early Years Foundation Stage (EYFS) 2025** and ensures that all children are treated with dignity, sensitivity, and respect while safeguarding remains paramount.

We recognise that personal care is an essential part of early childhood development. Children may require support with **toileting, changing clothes, or other self-care routines** due to age, developmental stage, special educational needs (SEND), or medical reasons.

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## 2. Principles

- **Inclusive & Non-Discriminatory:** All children are entitled to support with personal care. No child will be excluded or disadvantaged due to delayed toileting or continence needs.
- **Child-Centred:** Children will be encouraged to participate in their care at a level appropriate to their ability, developing independence wherever possible.
- **Respect & Dignity:** Children's privacy will be respected at all times, while ensuring safeguarding and safety.
- **Partnership with Parents:** We work closely with parents/carers to share strategies, maintain consistency, and develop individual care plans when needed.
- **Safeguarding First:** Personal care will always be delivered in line with safeguarding policy, with staff maintaining professional conduct at all times.

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## 3. Procedures

### 3.1 Toilet Training

- Toilet training is a **parental responsibility**, but we work in partnership to support children in achieving independence.
- Where a child is not toilet trained due to medical, developmental, or SEND reasons, staff will provide appropriate care and agree a plan with parents.
- Regular dialogue with parents ensures strategies are consistent between home and school.

### 3.2 Toileting Routines

Children are supported to:

- Recognise when they need to use the toilet.

- Access toilets freely throughout the day.
- Be encouraged/reminded to use toilets at regular times (e.g. before/after meals, before outdoor play).
- Wash and dry hands after toileting.
- Learn to manage their own clothing, flush toilets, and maintain hygiene.

### 3.3 Changing Procedures

- Children will be changed **immediately** if they are wet or soiled.
- **Gloves** are worn for wet changes; **gloves and aprons** are worn for soiled changes.
- Soiled clothing is bagged and sent home. Pull-ups/nappies are disposed of hygienically.
- Changing areas are cleaned and disinfected after each use.
- Toilets are checked regularly and deep-cleaned once daily.

### 3.4 Privacy & Safeguarding

- Personal care will be carried out in a manner that respects a child's privacy while ensuring safeguarding oversight.
- Staff explain to children what they are doing and seek the child's cooperation at each stage.
- Wherever possible, the child's **key person** or a familiar adult provides intimate care.
- Staff never make negative comments or facial expressions about a child's toileting needs.
- If a safeguarding concern arises during personal care (e.g. unusual marks, disclosures), staff will report it immediately to the **Designated Safeguarding Lead (DSL)**.

### 3.5 Record Keeping & Consent

- Parents provide **consent** for routine toileting and changing support.
- For children with ongoing intimate care needs, an **individual care plan** is developed with parents and, where appropriate, health professionals.
- Records are kept of significant personal care interventions, particularly for children with care plans.

### 3.6 Staff Training & Conduct

- All staff involved in personal care receive **training in hygiene, safeguarding, and intimate care procedures**.
- At least one member of staff with **Paediatric First Aid (PFA)** training is always available.
- Staff follow the **school's whistleblowing policy** to report any concerns about inappropriate practice.
- Volunteers and students do not undertake intimate care unless agreed and supervised.

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## 4. Roles & Responsibilities

- **Headteacher**: Ensures policy compliance, training, and provision of appropriate facilities.
- **Designated Safeguarding Lead (DSL)**: Oversees safeguarding aspects of personal care.
- **Class Teachers & EYFS Staff**: Deliver care sensitively, maintain communication with parents, and record any concerns.

- **Parents/Carers:** Work in partnership with the school, provide spare clothing, and inform staff of any medical/SEND needs affecting toileting.

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## 5. Monitoring & Review

This policy will be:

- Reviewed **annually** or earlier if guidance changes.
- Evaluated through staff feedback, safeguarding audits, and parental input.
- Updated in line with **EYFS statutory framework requirements**.

## Appendix A – Parent/Carer Consent Form for Toileting & Changing

Child's Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Class (Nursery/Reception): \_\_\_\_\_

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### Consent Statement

In line with the **EYFS 2025 statutory framework** and our school's **Personal Care Policy**, staff may need to support your child with toileting, changing, or other personal care needs. This may include:

- Supporting toilet training and hygiene routines.
- Helping your child to change clothes if they have had a toileting accident, sickness, or messy play incident.
- Changing wet or soiled clothing, pull-ups, or nappies when required.
- Encouraging your child's independence while respecting dignity and privacy.

All procedures will be carried out sensitively and respectfully by trained staff, following safeguarding and hygiene protocols.

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### Parental/Carer Consent

I give consent for staff to provide toileting and personal care support to my child when required.

I understand that my child's dignity and privacy will always be respected.

I agree to provide spare clothing and, if applicable, pull-ups/nappies and wipes for my child.

I understand that any concerns identified during personal care (e.g. unusual marks or disclosures) will be reported to the school's **Designated Safeguarding Lead (DSL)** in line with safeguarding policy.

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### Additional Information (medical needs, SEND, routines, preferences):

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Parent/Carer Name (print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Staff Witness (print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Individual Intimate Care Plan

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class (Nursery/Reception): \_\_\_\_\_

Date of Plan: \_\_\_\_\_

Review Date: \_\_\_\_\_

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### 1. Care Needs

(Describe the child's intimate care needs, e.g. toileting support, nappy changing, medical routines, clothing changes, catheterisation, etc.)

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### 2. Frequency & Routine

(Outline when and how care will be provided. Include any agreed routines – e.g. regular toilet reminders, set times for nappy changes, use of toilet training strategies.)

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### 3. Equipment & Supplies

(What items need to be provided by parents/carers? E.g. nappies, wipes, creams, spare clothing.)

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### 4. Staff Responsibilities

- Named staff member/key person responsible: \_\_\_\_\_
- Additional trained staff available: \_\_\_\_\_
- Arrangements for cover (if named staff absent): \_\_\_\_\_

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### 5. Privacy & Dignity Arrangements

(Where will care take place? How will privacy be respected while maintaining safeguarding oversight?)

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## 6. Safeguarding & Record Keeping

- All intimate care will be logged in the class record/individual log.
- Concerns (e.g. unexplained marks, repeated soiling, unusual behaviours) will be reported immediately to the **Designated Safeguarding Lead (DSL)**.
- Staff follow school **whistleblowing** and **safeguarding procedures** at all times.

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## 7. Health & Safety/Hygiene Procedures

- PPE to be worn (gloves, aprons as appropriate).
- Surfaces to be disinfected after each use.
- Staff and child to wash hands after intimate care.
- Waste disposed of hygienically.

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## 8. Parent/Carer Agreement

I agree with the details of this plan and will provide the necessary equipment/supplies for my child's care.

Parent/Carer Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## 9. Staff Agreement

I understand and agree to follow the agreed care plan and procedures.

Key Person/Staff Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## 10. Review

This plan will be reviewed regularly (at least once per term, or sooner if needs change).

Review Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

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📌 This plan should be stored securely in the child's file and shared only with relevant staff. It ensures **clear expectations, safeguarding, and consistency** between home and school.

