

## Personal Care Policy

Ashgrove Nursery School takes its responsibility to safeguard and promote the welfare of the children in its care seriously.

Ashgrove Nursery School's 'duty of care' requires that all staff act in 'loco parentis' for children enrolled in our setting.

### What is Personal Care?

Personal Care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually facilitate themselves. Some pupils are unable to take care of some issues themselves because of their young age (and they may just have had a little accident). Some pupils may also have physical difficulties or other special needs. Examples most relevant to our Nursery School include care and help associated with washing, toileting, dressing/undressing.

### Purpose and Scope

This Personal Care Policy has been developed to safeguard children and staff. It applies to all those involved in the Personal Care of children. It has been drawn up based on the principles set out in the *Area Child Protection Committee's Regional Policy and Procedures, April 2005*, *DENI Child Protection and Pastoral Care Guidance, Safeguarding Vulnerable Groups (Northern Ireland) Order 2007*.

### Child Focused Principles of Personal Care

The following are the fundamental principles upon which our Personal Care Policy and procedures are based, reflective of the United Nations Convention on the Rights of the Child.

These are that every child has the right to:

- Be safe.
- Personal privacy.
- Be valued as an individual.
- Be treated with dignity and respect.
- Be involved and consulted in their intimate care to the best of their abilities.
- Express their views on their own intimate care and to have such views taken into account.
- Have levels of intimate care that are as consistent as possible.

From a Child Protection perspective, it is acknowledged that Personal Care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school, best practice will be promoted by all adults.

Best practice means that staff will be encouraged to:

- Be vigilant at all times
- Seek advice from the Principal (Designated Teacher for Child Protection) where relevant and;
- Take account of safe working practices.

All staff responsible for the Personal Care of children will undertake their duties in a consistently professional manner. We recognise that these adults are in a position of great trust.

Only the following named and vetted staff will undertake the Personal Care of children. These are:

- Mrs Cruickshank
- Mrs McAlister
- Mrs Irwin
- Mrs Wilson

- We recognise the need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when Personal Care is given.
- The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively; no pupil should be attended to in a way that causes distress, humiliation or pain.
- Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.
- Where pupils with complex and/or long-term health conditions have a health care plan in place, the plan should, where relevant, consider the principles and best practice guidance in this Personal Care Policy.

- Mrs Doak
- Mrs Manger
- Ms Wilson
- Mrs Kirk
- Mrs Wright
- Ms Turner

## Practice and Procedures

All parents will be asked to provide consent for their child to be changed by a designated member of

Nursery staff should this be required. This will be part of a range of consents required at the beginning of the Nursery School year (See Appendix 1)

- Adults who assist pupils with Personal Care will be permanent / regular employees of Ashgrove Nursery School, not students or volunteers.
- All staff undertaking Personal Care will at least annually, be given appropriate training, advice and guidance as per Child Protection / Safeguarding procedures.
- Meeting a child's Personal Care needs is only one element of our Child Protection/ Safeguarding Policy.

Pupils who require regular assistance with Personal Care will have written Individual Education Plans (IEP), Health Care plans or Personal Care plans of this nature which are agreed by staff, parents/carers. Consent for Nappy Changing will be sought (See Appendix 3).

The plan will be reviewed as necessary (at least termly), but always inclusive of the wishes of parents/carers.

The religious views, beliefs and cultural values of children and their families will always be

considered, particularly as they might affect certain practices.

Effective communication between named staff and parents /carers is essential and ensures that practice is consistent.

Where a Care Plan or IEP/PLP is **not** in place, parents / carers will be informed the same day if their child has needed help with meeting Personal care needs (e.g. has had an 'accident' in the water tray or wet or soiled him / herself). Information on Personal Care will be treated as confidential and communicated in note form and placed into the child's own backpack.

For Nursery records, written details of specific requirements for Personal Care will be kept by Nursery staff using an agreed format. These will be brief but will include the dates, times and any other relevant comments, such as changes in the child's behaviour. It will be clear which two members of staff were present in every case.

These records will be kept confidentially in the Nursery toilet area according to whichever classroom toilet area is nearest and most convenient for the child/staff member. Nappy changing facilities will be provided in the Part-Time Classroom toilets.

Health & Safety guidelines will be adhered to regarding waste products.

Every child's right to privacy and modesty will be respected, however, in order to protect all those involved another appropriate permanent /regular member of staff will be informed of the need for Personal Care and will oversee procedures from a respectful and appropriate distance.

When nappy changing facilities are not required, individual children will be changed in one of the classroom toilet cubicles. The child will be changed by a supportive adult and the door of the toilet booth will be left slightly ajar in a manner that will protect the child's

dignity but also ensures both child and adult are not left vulnerable.

Parents are informed at the induction evening of the need to ensure that children are independent at the toilet and out of nappies before starting school [ unless for medical reasons and that this is not possible].

If a child attends school wearing a nappy and for no apparent reason, then the parent will be asked to ensure their child is toilet trained before their child returns to school. If a child persistently has accidents and is not in a nappy, then a discussion with parents will be made to consider re toilet training their child. There may be the need to contact parents to come to school to change their child if accidents continue to occur on a daily basis.

Wherever possible, the pupil's wishes and feelings should be sought and considered. Those staff providing Personal Care will speak to the child personally by name, explaining what they are doing, providing choices where possible and communicating with all children in a sensitive way, using language relative to their understanding. All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will therefore encourage each individual pupil to do as much for his/herself as possible.

Staff will be made aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Parents of those children with Special Educational Needs, and in nappies, will be asked to provide the necessary resources to ensure their child has all he/she requires to be comfortable and well cared for at this time. This might include nappies, barrier creams, nappy sacks, etc.

The parents/carers of all pupils will be asked to provide a complete change of clothes for their child which will be kept in each child's own backpack and replenished as necessary.

Members of staff do not carry a mobile phone, camera or similar devices when working with the children in the Nursery School. The same policy applies whilst providing Personal Care.

All Staff will be aware of the School's Confidentiality Policy. Sensitive information will be shared only with those who need to know.

### Monitoring and Evaluation

This Policy will be monitored in an ongoing way within the self-evaluative culture of the school.

See also:

- Child Protection/Safeguarding Policy
- Staff Code of Conduct
- Special Educational Needs & Inclusion Policy
- Admissions Policy

One of the Nursery School's aims is to promote each child's independence

**This Policy was adopted by the Governors in June 2017.**

**It was last reviewed on 15<sup>th</sup> Oct 2025 and will be further reviewed on an annual basis.**

in relation to meeting their own Personal Care needs.

We will achieve this by implementing, in the most sensitive way, the practice and procedures detailed in this policy.

This will ensure the dignity of each child and the protection of Staff.

### Personal Information Record

Child's Name:		Date of Birth:	
Address:		Starting Date:	
Postcode:		Session Attended:	

#### Section 2

Home Telephone:			
Mother's Name:		Mobile:	
Father's Name:		Mobile:	
Childminder's Name:		Mobile:	
Mobile contact number in case of emergency:			
Email Address:			

#### Section 3

Names and ages of brothers and sisters (if applicable)	Name	Age

#### Section 4

Please give details of any previous pre-school groups	
---	--

#### Section 5

Please state your religious denomination e.g. Presbyterian, Roman Catholic, etc. (This information is required by the Department of Education for statistical purposes)	
---	--

#### Section 6

##### PERMISSION TO COLLECT

The School's Child Protection Policy requires that all children are brought to Nursery School and collected by an adult. Please list below the details of all adults who may come to Nursery to collect your child. The child will not be allowed to leave the Nursery with anyone under the age of 16, or someone who is not on this list.

Adult's name	Address	Telephone	Relationship to child


Please notify the School immediately of any changes to this information.

**Section 7**

**DOCTOR/DENTIST INFORMATION**

<b>Family Doctor:</b>		<b>Telephone:</b>	
<b>Address:</b>			
<b>Family Dentist:</b>		<b>Telephone:</b>	
<b>Address:</b>			

**RELEASE:** If emergency treatment is required, and the parents or person with parental responsibility cannot be reached immediately, your signature in the space provided below empowers the school staff to exercise their own judgement in contacting the doctor/dentist indicated above or in arranging transportation of the child to a hospital casualty department.

<b>Signed:</b> <i>Mother/Person with parental responsibility</i>		<b>Date:</b>	
<b>Signed:</b> <i>Father/Person with parental responsibility</i>		<b>Date:</b>	

**Section 8**

**HEALTH INFORMATION**

Does your child have any specific health conditions? If Yes please tick the relevant box.

<input type="checkbox"/> Asthma	<input type="checkbox"/> Bee sting allergy	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Deafness	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Kidney/bladder
<input type="checkbox"/> Sight impairment	<input type="checkbox"/> Wears glasses	<input type="checkbox"/> Other (give details)
<input type="checkbox"/> Other Allergy - list	<input type="checkbox"/> Regular medication (Please details below)	

**Section 9**

**SPECIAL EDUCATIONAL NEEDS / AREA OF CONCERN**

The following information is important for us to ensure that appropriate arrangements may be made for your child's education within our school. If your child is being seen, or has been seen, by any professional please include the details below.

<b>Professional - add name of person involved</b>	<b>Location</b>	<b>How often?</b>
Child Development Clinic		

<b>Occupational Therapist</b>		
<b>Physiotherapist</b>		
<b>Speech and Language Therapist</b>		
<b>Other - please specify</b>		

### *Section 10*

Please tell us if there are any Court Orders pertaining to your family that we need to know, in confidence, to protect your child and meet his/her needs e.g.: Parental responsibility Order, Non Molestation Order, Residence Order or similar?

### *Section 11*

Sometimes problems at home can affect the child's performance/behaviour in school. If you feel there is any other information that you should or need to share with us, please use this space. (Only permanent staff will be provided with details on a 'need to know' basis).

### *Section 12*

#### **PERMISSION SLIP**

**It is important that you complete this final permission slip**

- I give / do not give my permission for any permanent member of staff to accompany my child to the toilet and assist when necessary. I understand that this may include the changing of clothes and underwear.
- I give / do not give my permission for my child to be photographed within the Nursery setting for display and record keeping purposes alone or with friends. I also will allow photographs of my child to be used on the school website and local newspapers for promotion and publicity.
- I give / do not give my permission for my child to be filmed at play whilst at Nursery School
- I give / do not give my permission for my child to be taken to Ashgrove Primary School for concerts etc. and to enjoy nature walks within the school campus.
- I give / do not give my permission for sun cream to be applied to my child if necessary.

**This form must be signed by all those who have parental responsibility i.e.**

1. Where a father and mother are / were married at the time of the child's birth, they each have parental responsibility.
2. Where a child's mother and father were not married to each other at the time of the child's birth, then only the mother automatically has parental responsibility. (From April 2002, if the father is registered on the birth certificate, he will have parental responsibility).
3. If parents with parental responsibility separate or divorce they both still retain parental responsibility.
4. In some instances, parental responsibility is shared with the Health and Social Services Trust (Social Work Department) where a child is named in a Court Order.
5. Where a child is fostered, the foster carer does not have parental responsibility. In this case either the parents still have parental responsibility, or parental responsibility may be shared with the Health and Social Services Trust (Social Work Department).

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--



## Nappy Changing / Trainer Pants Consent Form

I \_\_\_\_\_ (Parent/Guardian's name) have been shown where children are changed by a teaching member of staff. Details of changing procedures have also been explained to me both verbally and through the Intimate Care Policy provided.

I therefore give consent for my child \_\_\_\_\_ (child's name) to have his/her nappy or trainer pants changed as required by a member of Teaching Staff/Nursery Assistant at Ashgrove Nursery School.

Signed: \_\_\_\_\_ (parent/guardian)

I understand that it is my responsibility to provide nappies, nappy sacks, wipes, trainer pants and any other items as required.

Many thanks

Staff, Ashgrove Nursery School

## Personal Care Procedures

Named Staff in Policy may take the personal care of children

Treat children with dignity

Ensure Parental Consent is given prior to child starting Nursery

Use Disabled Cubicle in PT room if required and if not use toilet cubicle and keep door slightly ajar

Let another member of staff who is close by, know what you are doing

Speak with child and explain what you are doing and provide choices/independence

Wear disposable gloves (Aprons if required)

No phones in the bathroom

Write note and have the second member of staff sign it

Ensure Parent gets the note on the same day