



Personal Care Policy

Person responsible for policy:	Emma Shaw
Date reviewed:	September 2025
Review date:	September 2026

Context

A significant number of pupils have disabilities, which requires them to have assistance with personal care activities. Some of these can be intimate and staff need to be sensitive to the needs of these pupils at all times.

Aims of the Policy

- To ensure that all pupils are treated with dignity and respect.
- To ensure the protection, care and safety of all pupils requiring personal care.
- To encourage pupils to be as independent as possible in managing their personal care.
- To have due regard to the safety of staff working with pupils who require assistance with personal care.
- To ensure high standards of pupil care are maintained at all times.
- To ensure high standards of hygiene are maintained at all times.

This policy clearly acknowledges the need for female staff to work closely with male pupils because of the significant number of female staff employed at the school.

It is also accepted that male staff may, from time to time, be required to assist in the personal care of female pupils.

However, wherever possible, staff should work with pupils of the same gender.

In the event of male and female members of staff needing to work together, the gender of the pupil will determine the lead member of staff in the personal care of the pupil.

Procedures

Two staff should always be in attendance when personal care is carried out.
(There are individual pupils who may require more adult support, due to their health needs, and this should be accounted for in their risk assessment).

The manual handling needs of pupils should be considered and carried out as written in their risk assessment.

Student and volunteers are not to carry out personal care on any pupil in the school at any time.

The pupils will be supported and taught to be as independent as possible in managing their own personal care needs.

Staff will work with parents and carers to ensure a consistency of approach as far as possible. Personal care including the management of menstruation is discussed with parents and carers to ensure any school approach complies with their wishes.

Staff are expected to maintain a pupil's confidentiality by not discussing their personal care needs in front of other pupils, staff or visitors.

Appropriate protective clothing is provided and should be worn at all times when personal care is carried out (plastic aprons, face masks & gloves). All staff should follow good hygiene practices and PPE guidance. Staff should change gloves each time pupil is changed. Aprons, masks and gloves used in the bathroom should be removed before entering the classroom. Staff should wash their hands after removing gloves.

Reference should be made to the Health & Safety Policy that provides guidance of hygiene procedures adopted by the school.

If staff become concerned about the care and wellbeing of a pupil, procedures outlined in the Child Protection Policy should be followed.

Review of Policy

This policy to be reviewed annually in line with the Health and Safety policy.