



Personal Care and Changing Policy

Reviewed September 2025

This policy is designed to safeguard children and staff with intimate care such as changing, cleaning, assistance with toileting and nappy changing.

Our aim is to facilitate children in becoming independent with their own personal care. But we acknowledge that on many occasions that children need support with this. We want children to feel respected, safe and dignified.

Purpose

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform Parents/Carers in how intimate care is administered
- To ensure Parents/Carers are consulted in the intimate care of their children

Principles

We believe it is essential that every child is treated as an individual and that care is given as gently and sensitively as possible. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem.

Parents/Carers should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Supporting dressing/undressing

Sometimes it will be necessary for adults to aid a child in getting dressed or undressed particularly in the Early Years. Staff will always encourage children to attempt this unaided. Adults included in this: teaching staff and support staff in your child's class, our P.E specialist.

Wet/Soiling

Parents/Carers will be kept fully informed of the procedures that school will follow should their child need changing during school time. If a child has soiled or wet themselves we will clean and change them in a safe, private area with a familiar adult. If a parent/carer does not want staff to change the child, they should make this known and staff can phone the parents when needed.

All accidents should be recorded and reported to parents.

When changing a child, staff will always be respectful and ask the child before they help them. If a child needs to be cleaned, staff will:

- Wear protective gloves
- The process is discussed in a friendly and reassuring way with the child throughout
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid the risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Changing in Rainbow Hub changing cubicle as apposed to KS1 when possible
- Staff share that they are changing a child with other staff
- Another member of staff will be available to support if this affects the ratios in the unit.
- Be aware of and responsive to the child's reaction

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All Ebor Academy Staff are subject to an enhanced DBS check, on application and cannot undertake tasks within the academy until all checks are completed satisfactorily.

It is not appropriate for volunteers to carry out intimate care procedures. Students and trainees should only do so under the supervision of a trained member of staff, following consultation with the student or trainee's college/partnership supervisors.

Reviewed by: Josey Hall

Date: September 2025

Next review: September 2026