



Mill Hill
Primary Academy
INSPIRING CREATIVITY & ACHIEVEMENT

Early Years Personal Care Policy

Updated: September 2019

Next Review: September 2020

**For further information and guidance please contact the school office on
01782 234466 and ask to speak to:**

Mrs A Mill –Principal

Mrs S. Hulme –Assistant Principal for Early Years and KS1

Mrs K Salih – Family support worker and Safeguarding lead.

Introduction

This policy is drawn up in accordance with the guidance set out in the City of Stoke-on-Trent Personal care Policy 2015.

Children must be provided with experiences and support which will help them to manage their own personal hygiene. Practitioners should focus on each child's individual learning, development and care needs.

Children and their families should not be treated less favourably because they have personal care needs for example, wearing nappies, having occasional accidents or needing support with personal care.

All children can easily access care, play and learning experiences in our academy, regardless of their ability to manage their own personal hygiene or health and medical needs.

Parents/Carers will complete an intimate care permission form to give staff permission to change their child if they have wet or soiled themselves.

Written in line with statutory guidance of Early Years 2014

At Mill Hill Primary Academy, children and young people are entitled to;

- Access high quality teaching and learning, including personal care development;
- Have their needs met by the staff they know and trust;
- Develop as an independent learner in all areas;

At Mill Hill Primary Academy, parents/carers are entitled to;

- Support in developing their role as partners in teaching their child to manage own personal hygiene;
- Be listened to and respected in their views about their child;

At Mill Hill Primary Academy, all staff are entitled to;

- Receive training, guidance and advice in managing children’s personal care needs.
- Help in planning for new children and in anticipating their needs.
- Resources to carry out their duties.

Frequently asked questions and Guidance for staff:

Frequently asked Questions	Some answers from the Early Years Intervention Service
<p>Safeguarding</p> <p>How do we protect both staff and children?</p> <p>If I am worried about allegations of abuse, do I still have to change a child?</p>	<ul style="list-style-type: none"> • All schools/settings should have a personal care policy which is shared, updated and adhered to. • Parents should sign an agreement which gives permission for staff to change their child. This is part of the home school agreement for the early years children. • A curtained off area is ideal for changing children rather than a separate room. • The child should ideally always be changed by their key worker. • Staff should inform a colleague when they are leaving a room to change a child. A record of the number of times a child is changed will be kept to monitor across a period of time. • There is no requirement for 2 staff to be present as this would contravene a child’s right to privacy and dignity. If there are any concerns around a particular child, advice must be sought prior to changing. • Staff should make their line manager aware of any allegations.
<p>Parents as Partners in Early Learning</p> <p>How can we ensure that we have a really effective partnership with parents and that they support learning at home?</p>	<ul style="list-style-type: none"> • Key workers should know the needs of their children in advance and encourage parents to prepare their children for your school, for example by offering training for parents on supporting their own children in toileting. • Members of staff and parents need to be aware of the different ways in which babies and children learn, and are aware that learning is a process that cannot be rushed, e.g. toileting. • There should be a pupil induction policy and procedures which demonstrates effective communication procedures are in place and so ensures that children’s needs are met. • Schools should be proactive in supporting parents to work

	<p>with their children, e.g. New Parent workshops on toileting?</p> <ul style="list-style-type: none"> • Involve other professionals e.g. Health Visitor. • Anticipate the needs of new children and ensure that the school plans appropriately to ensure they are fully included in the provision. This can be done during the home visits in the Summer term prior to admission.
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Frequently asked Questions	Some answers from the Early Years Intervention Service
<p>The Unique Child</p> <p>We have a child who is still in nappies, do we have to change nappies...?</p> <p>Where can I find more guidance from the Equality Act 2010?</p>	<ul style="list-style-type: none"> • Yes to meet the needs of all children; Some children with emotional and communication difficulties may also have toileting difficulties. • The teaching and assessment of “managing own personal hygiene” is a requirement of the EYFS 2014. • Children develop at very different rates and some may be in nappies for longer than we expect, just as some may have delays in communication. • Some children have physical difficulties which make it difficult for them to control their bladder. • It is against the Equality Act 2010 to exclude, deny or limit access to a child who is in nappies or not fully continent. • Where the condition is long standing the act is almost certain to apply. Dignity, privacy and liaison with parents is essential. The most important skill will be sensitivity to the child’s views.
<p>Health and Safety</p> <p>How do I lift a child without harming them or myself?</p> <p>How can we make sure both our staff and children are kept healthy and safe?</p> <p>We have no changing facilities so this</p>	<ul style="list-style-type: none"> • Statutory Guidance, Trust and school policy and procedures relating to health and safety should be followed at all times. • All staff involved in personal care activities must be trained in manual handling and a risk assessment carried out. • A risk assessment for changing and disposal of nappies should be carried out and essential equipment provided. • Single use disposable gloves and apron should be worn, then put in a sealed bag in the main dustbin.

<p>doesn't apply to us does it?</p> <p>What if they are older children?</p>	<ul style="list-style-type: none"> • Secure hand washing procedures should be followed. • Infection control guidelines should be followed at all times. • Yes, this changing facilities guidance applies to all settings. • Reasonable adjustments should be made to meet the needs of all children in your setting. As determined by the risk assessment.
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Governing Bodies, Head teachers and staff are responsible for implementing this policy and for ensuring that staff are aware of its contents. All schools and settings have a duty of care to their children in line with the Statutory framework of the Early Years Foundation Stage framework 2014. If members of staff feel uncomfortable about any aspect of their roles; they should make line managers aware if they have not already done so. In resolving this situation, line managers must ensure that individual children's needs are always met.

Contacts for general advice on personal care;

Schools - School Nursing Hub – early years training needs or child's health visitor.

For more information

Please contact Early Years Intervention Service 01782 231285.

Research the Equality Act 2010

- www.gov.uk/guidance/equality-act-2010-guidance

Research the Send Code of practice for Foundation stages 2014

-www.foundationyears.org.uk/2014/07/new-send-code-of-practice