



Personal Care Policy

Adopted: May 2010

Signed:

Reviewed: September 2011

Reviewed: September 2013

To be reviewed: May 2015

Mission Statement

Chatsworth High School and Community College is a caring, happy and progressive learning community in which each person is valued equally and respected unconditionally. Our school community promotes high expectations for each person and supports every member of our school community in achieving their potential as life-long learners. At Chatsworth High School and Community College every person matters.

Ten Core Beliefs

1. We believe the health and safety of our students is paramount
2. We believe in the right of all people to be emotionally healthy, financially secure and learning fulfilled
3. We believe we should all belong and feel we all belong
4. We believe in continuously improving our school through honest, collaborative teamwork
5. We believe our curriculum should be relevant, purposeful, accessible and constantly evolving
6. We believe teaching and learning should be enjoyable, exciting and consistently inclusive
7. We believe teaching and learning should be founded on established best practice and an openness to innovative approaches
8. We believe in working hard and doing our best
9. We believe we should help one another in our learning and support one another in our lives
10. We believe we are providing a foundation for our students' adult lives

Introduction

Many of the students at Chatsworth High School and Community College have significant and complex personal care needs. Sensitivity towards individual's rights to dignity and a heightened awareness of safeguarding issues determine that our school community must ensure that practice in this area is of the highest standard. The following policy and appended procedural documents are intended to provide clear guidance to all members of our school community in achieving this highest standard.

Ethos

At Chatsworth High School and Community College, we believe that all students are entitled to the highest standards of personal care in which they are safeguarded from abuse and maintain their dignity at all times. Members of staff have an ethical obligation and a legal duty through the agencies of their 'duty of care' to ensure that these fundamental rights are protected at all times.

Objectives

Our objectives in this area are to provide students with safe, dignified and comfortable personal care support which follows of continuum of need spanning from total care support to full independence. At all times and in all circumstances, members of staff must endeavour to be minimally intrusive and promote the dignity and independence of young people. All members of staff must be conscious of safeguarding policy and procedure whenever addressing students' care needs.

Members of staff must also be acutely aware of the health and safety implications of their practice and ensure that they adhere to the school's *Health and Hygiene Protocol* outlined in Appendix A of this document. Failure to adhere to this guidance will be seen as a breach of school policy and a neglect of an individual's duty of care and will therefore result in disciplinary action being taken.

Practice

Practice in this area is regulated by the following principles

1. All staff involved in the personal care of students are required to hold an enhanced CRB disclosure which must be recorded on the school's single central record.
2. A maximum degree of student dignity will be assured at all times.
3. For students who use toilet areas independently a thorough assessment of the degree of support required for that student must have been undertaken by the student's tutor or class teacher. Any concerns or specific issues related to that student must be noted in either their individual risk assessment or in a behaviour support plan.
4. Students using the toilet who are accompanied by members of staff will be given as much personal space and independence as is considered appropriate for that student in accordance with their individual risk assessment or behaviour support plan.
5. Toilet doors will be closed whilst students are using the toilet. Students using the toilet must not be visible from public areas. Cubicle doors may be left ajar to enable staff to supervise students where appropriate.
6. Members of staff must ensure that the toilet area is left in a clean and safe condition after use.
7. All members of staff must follow the school's Health and Hygiene protocol.

Conclusion

The entitlement of all students to safe, dignified and comfortable personal care is a fundamental right. Students at Chatsworth High School and Community College are extremely vulnerable and their protection and well-being is the primary obligation of the school. This policy endeavours to determine that all students will at all times be safe, treated with dignity and be comfortable throughout any personal care procedures. This policy should be read in conjunction with all of Chatsworth High School and Community College's policies particularly our Safeguarding Policy.

Appendix A: Health and Hygiene Protocol

1. All staff involved in the personal care of pupils will be subject to the processes of enhanced disclosure from the CRB.
2. A maximum safe degree of pupil dignity will be assured at all times.
3. Pupils using the toilet will be accompanied by a member of staff who will afford the pupil as much personal space and independence as is generally considered appropriate for that pupil.
4. Toilet doors will be closed whilst pupils are using the toilet. Pupils using the toilet must not be visible from public areas. Cubicle doors may be left ajar to enable staff to supervise pupils where appropriate.
5. Members of staff must ensure that the toilet area is left in a clean and safe condition after use.
6. Screens must be used in changing areas to ensure that pupils' privacy is respected.
7. Members of staff must wear protective gloves and aprons when changing pupils. These must be discarded before leaving the room.
8. Any soiled items must be thoroughly sluiced before being either sent home or washed in school.
9. Members of staff must ensure that the changing area is left clean and safe after they have finished using the area.
10. Staff must thoroughly wash their hands after changing a child.
11. Food and drink must not be consumed in the bathroom by either students or by staff
12. Pupils' hygiene pads, clothes and personal hygiene equipment such as brushes, combs, flannels and toothbrushes will be kept in clearly marked individual containers within the toilet or changing areas.
13. Students' moving and handling programmes must be adhered to at all times.

Failure to adhere to these procedures will result in disciplinary action