



Personal Care Policy

St John & St James
Primary School

PRIMARY
ADVANTAGE

SCHOOLS ACHIEVING
MORE TOGETHER

Primary Advantage



Table of Contents

	Page
Personal Care Policy	3
Intimate or Personal Care Definition	3
Children's Entitlements	3
Our Beliefs for Children	3
Our Responsibilities	4
Parent/Carer Responsibilities	5
Policy Review	6

All children entering the Nursery will be at different stages of their toileting. Some children and young people will take time to achieve full independence in personal care or managing and controlling their bladder and bowel actions, others may require special arrangements for the rest of their lives. Where this is the case medical advice will be sought.

Children and families should not be excluded because they have personal care needs, for example having occasional wetting 'accidents' or needing ongoing support with their personal care needs.

What is Intimate or Personal care?

Hands-on physical care in areas of personal hygiene in the physical presence of others or observation during such activities. This includes:

- Body bathing (including showering) other than to arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Incontinence care
- Placement, removal and changing of incontinence pads
- Dressing and undressing
- Application of medical treatment other than to arms, face and legs below the knee
- The safe disposal waste into appropriate bins

Where a child is known to have personal care needs then a multi-agency meeting should be held before they begin attending the setting.

This information will be discussed with the parent/carer at the home visit. The parents/carers often feel very anxious about issues of personal care and should be reassured that this will in no way affect their admission or access into the setting.

We believe that children are entitled to:

- Be involved in the planning of their own health care needs whenever possible
- Establish a routine individually related to their needs and age, e.g. time, place procedure
- Be consulted about their child's personal care, to ensure that it is sensitive to the families culture and reflects their child's needs
- The reassurance that children will, whenever possible receive personal care from the staff (i.e. key person) that know him/her best
- Support in managing toilet training

Nursery responsibilities

- Work closely with children and parents/carers to ensure a consistent approach and relevant sharing of information
- Take 'reasonable steps' to support any pupil with a disability
- Treat children needing assistance with personal care with respect, dignity and sensitivity at all times, ensuring privacy is always maintained
- Review our care plans and protocols regularly to ensure they meet changing needs
- Ensure all staff will support pupils with personal care needs
- Facilitate effective hand washing routines in your children
- Ensure all staff are coherent in hygiene routines
- Ensure children are never left in wet or soiled clothing
- Ensure if accidents happen they will be dealt with in a calm, sympathetic manner
- Ensure any spillages will be dealt with promptly ensuring good practice and personal hygiene
- Provide suitable storage space for personal hygiene items
- Consider individual personal care needs when planning any trips or journeys
- Ensure staff have the appropriate equipment i.e. aprons, changing mats, gloves

- Use reminders and requests to encourage children to use the toilet, including using; signs, picture or special words are helpful
- Encourage independence in all children

Parent or Carers responsibilities

- o Supply a change of clothes and arrangements for dealing with wet or soiled clothing
- o Dress children in clothes with Velcro fastenings or clothes that are easy to manage
- o Provide nappies and wipes upon entry into the setting
- o Parents/Carers with children who use non-disposable nappies at Nursery must ensure that they provide adequate disposable equipment for the nappies to be stored in. We define adequate as follows: sealed air tight container/bag

All staff are aware of cross-contamination and their duty to protect children against risk. They have been trained to promote high standards of hygiene and ensure that they are maintained at all times, for all children.

The essential routine will include the wearing of gloves, cleaning of the changing area and safe disposal of soiled items in the specialist bins provided.

Policy written:	September 2025
Amended/Updated:	
Adopted by Governing Body:	November 2025
Review date	November 2027

The Federated Governing Body has reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

