



CREATIVE Education Provision

IWYS Alternative Provision

Personal Care Policy

1. Introduction

This Personal Care Policy outlines the procedures and expectations for personal care within IWYS Alternative Provision. It is designed to ensure the well-being and dignity of all students while promoting a safe and inclusive learning environment. 2. Legislation and statutory guidance

This policy complies with statutory [safeguarding guidance](#).

Purpose

The purpose of this policy is to:

- Ensure that students receive appropriate personal care when necessary.
- Promote independence and self-care skills among students.
- Establish clear guidelines for staff on personal care responsibilities.
- Safeguard the dignity and privacy of students.

3. Scope

This policy applies to all students enrolled in IWYS Alternative Provision and outlines the responsibilities of staff in providing personal care when required.

4. Definitions

- **Personal Care** Assistance with activities related to personal hygiene, toileting, and other tasks that support the well-being of the student.
- **Dignity** - Treating individuals with respect, recognizing their autonomy, and upholding their privacy.

5. Responsibilities

5.1 Students

- Students are encouraged to develop and maintain independence in personal care tasks to the best of their abilities.
- Parents should communicate students personal care needs to appropriate staff members in induction and need to be part of the referral process.

5.2 Parents/Guardians:

- Parents/guardians are expected to inform IWYS Alternative Provision about any specific personal care requirements of their child.
- Collaborate with IWYS Alternative Provision to ensure a consistent approach to personal care.

Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

5.3 Role of staff

Which staff will be responsible?

Any roles who may carry out intimate care will have this set out in their job description and defined by the proprietor. No other staff members can be required to provide intimate care.

All staff at IWYS Alternative Provision who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

- Staff members providing personal care will do so in a respectful and dignified manner.
- Staff will receive appropriate training to ensure they are competent in providing personal care safely.
- Personal care tasks will be performed in private, and the student's dignity will be maintained at all times.
- Staff members will communicate effectively with students and involve them in decision-making regarding personal care whenever possible.

6. Personal Care Procedures

6.1 Toileting

- Staff will ensure that students have access to clean and safe toilet facilities.
- Only if absolutely necessary will assistance with toileting will be provided. This will be done discreetly and in a manner that upholds the dignity of the student.

6.2 Personal Hygiene

- Students will be encouraged to maintain personal hygiene independently.
- Staff will assist with personal hygiene tasks when necessary, ensuring privacy and respect for the student's preferences.

7. Communication and Consent

- Clear communication will be maintained with students, parents, and staff regarding personal care needs.
- Consent for personal care procedures will be sought from the student whenever possible.

8. Training and Support

- Staff will receive training on personal care procedures and relevant health and safety protocols when necessary.
- IWYS Alternative Provision will provide necessary resources and equipment to support personal care tasks.

9. Equality Act 2010

- The Equality Act provides protection for anyone who has a physical, sensory or mental impairment that has an adverse effect on his/her ability to carry out normal activities of daily living. Anyone with a condition that affects aspects of personal development must not be discriminated against. It is also unacceptable to refuse admission to children who have toileting/personal care needs.
- Educational providers have an obligation to meet the needs of children with delayed personal development in the same way as they would meet the needs of children with any other developmental delay. Children should not be excluded from any normal pre-school or school activities because of incontinence and personal care needs.
- Any admission policy that sets a blanket standard for toileting, or any other aspect of development is discriminatory and therefore unlawful under the Act. All such issues must be dealt with on an individual basis and educational establishments are expected to make reasonable adjustments to meet the needs of each pupil. It is essential to note that asking parents to come into the school or educational setting to change their child is a direct contravention of the Equality Act, as is leaving the child in a soiled/wet nappy/pad for any length of time pending the return of a parent a form of abuse/neglect.

Supporting Children with Medical Conditions – statutory guidance DfE 2015

In September 2014, a new duty was introduced for schools to plan to support children with medical conditions. It is intended to help schools/governing bodies meet their legal responsibilities and sets out the arrangements expected based on good practice. The aim is to ensure that children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. More information can be found [here](#).

9. Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the DSL and Deputy DSL.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

10. Review and Evaluation

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant regulations. Any necessary updates or changes will be implemented accordingly.

11. Implementation

This policy will be disseminated to all staff members, students, and parents. Staff members are expected to familiarise themselves with the policy and adhere to its guidelines.

This plan will be reviewed twice a year. Next review date: January 2027

To be reviewed by: Charmaine Baines

12. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

Agreed By	Charmaine Baines - 	
Position	Director/Proprietor	
Date	January 2026	Review Date - January 2027

Appendix 1: Intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

Appendix 2: Parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	