Shenington Church of England Primary School
Stocking Lane, Shenington, Oxon OX15 6NF
Telephone 01295 670273
Email:office.5200@shenington.oxon.sch.uk
Excellence Through Endeavour
"Let your Light Shine" – Matthew 5:16

POLICY DOCUMENT

Personal Care Policy

Aims

Children and their families cannot be excluded, or treated less favourably because they have personal care needs. We will work to ensure that every child and young person can easily access care, play and learning experiences in Shenington C of E (VA) Primary School.

Each individual child's needs will be assessed with a personal care plan between parents and staff, which may include some of the below procedures if and when appropriate.

Procedures

- Parents should be asked for information about their child's progress in areas of personal care and plans for further development should be agreed.
- Children who require assistance with personal care will always be catered for in school.
- Parents will sign a personal care plan agreement allowing staff to clean their child.
- Staff will inform a colleague when leaving the room to change a child.
- Only one adult needs to change a child otherwise this would contravene the child's right to privacy and dignity.
- Changing will take place in the cloakroom toilet area.
- Single use disposable gloves and aprons should always be worn.
- Disposable gloves and apron should be sealed in a plastic bag and placed in the dustbin after use.
- Ideally the child will be cared for by their key worker and/or key staff.
- The child's views will be listened to and we will at all times ensure their dignity and privacy is adhered to.
- Staff will liaise with parents as necessary.
- If a child is admitted to school and wears a nappy their care plan will be immediately implemented.

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Reviewed by:
Head teacher Sarah Reynolds
Chair of Governors Grant Fraser

Policy adopted: January 2026

Policy review date: January 2029

..... Date ...../...../.....
Sarah Reynolds, Head teacher

..... Date ...../...../.....
Grant Fraser, Chair of Governors