

**Burford Primary School**  
**Priory Lane, Burford, Oxon, OX18 4SG.**



Tel: 01993 822159 Fax: 01993 822792  
Email: [office.2251@burford-pri.oxon.sch.uk](mailto:office.2251@burford-pri.oxon.sch.uk)

Head Teacher – Ellie Stacey  
School website: [www.burford-pri.oxon.sch.uk](http://www.burford-pri.oxon.sch.uk)

## **Burford Primary School Personal Care Policy**

Burford Primary School recognizes its responsibility for safeguarding and promoting the welfare of children. This policy has been developed to ensure that children are protected and staff are free from potential allegations. We do not exclude or deny access to a child entitled to our provision who is in nappies.

- When children are registered at the school they agree for staff to act in loco parentis, so that members of staff will change children as required.
- Staff discreetly inform a colleague when leaving the room to change a child.
- Staff use the 'Snug room', the cloakroom area or other more private area, with the door open, to change a child.
- There is no requirement for two members of staff to be present. This would contravene a child's right to privacy and dignity.

## **Maintaining Partnership with parents**

- Parents are given the opportunity to inform the school of their child's progress in the area of personal care; plans for further development are agreed at the home visit as the child joins the school, or by discussion between families and school.
- Parents are not called to change a child's nappy unless the parent expressly requests this; staff at school are acting *in loco parentis*.
- If a parent uses reusable nappies their wishes are accommodated to ensure continuity for the child and for sound environmental reasons.
- Parents are informed of any personal care issues discreetly on the day.
- Children have a 'Home –School Communication Book' for these occasions if appropriate.
- Soiled items of clothing are rinsed where appropriate and placed in a non-clear plastic bag for collection at the end of the day.
- Parents collecting children receive these bags from the adult in charge.

## **Children at the centre of our practice.**

- Children are changed by a member of staff that they know from within our setting.
- Children are changed in a dignified manner; items contained in a changing bag are gathered beforehand so that a child is never left alone during the process.
- No negative comments will be made to the children regarding their level of personal care.
- Children may be changed lying down or standing up according to their preference and what is most appropriate ensuring dignity and allowing them more control.
- Staff are discreet with their communications to other members of staff regarding personal care.
- Staff are aware that there will be considerable variation in children's needs and wishes, and are skilled in sensitive listening to these children's views.

## **Health and safety**

- We risk assess against changing and disposal of nappies, aprons, gloves and wipes as appropriate to the children's needs.
- Secure hand washing procedures are in place.
- The changing mat is washed with antibacterial agents after each use.
- Single use aprons and gloves are worn and disposed of immediately in the designated bin.
- Soiled wipes, gloves and aprons are put into a sealed bag and placed in the main dustbin.
- The designated bin for nappies is not used for other items and is not accessible to children.

Signed Clare Hoggett, Chair of Governors

Signed: Ellie Stacey, Head Teacher

Date: 4 September 2009

