

Laleham Gap School – LGS56 Supervision of Personal Care Policy

Kent County Council

Education Learning and Skills Directorate



Date: January 2016

Next Review: January 2019

Owner: Head of Care

Laleham Gap School – LGS56

Supervision of Personal Care Policy

Kent County Council & Laleham Gap School

The Governing Body of Laleham Gap School acknowledges both statutory provision and intentionality within Equality; Diversity and Direct Discrimination legislation* culminating in the Equality Act 2010 (effective from 1 October 2010) in drafting and reviewing this school policy. The Governing Body actively seeks to promote policy measures to cease inequality, all forms of discrimination and enhance opportunity and well-being within every aspect of the school's business for pupils, staff, governors and community stakeholders.

*Sex Discrimination Act 1976; Race Relations Acts 1976 & 2000; Childcare Act 2006; DDA 1995 & 2005; Civil Partnership Act 2004; Gender Recognition Act 2004; Equality Acts 2006 & 7 and Statutory Instruments.

Supervision of Personal Care Policy

When supervising or assisting pupils with personal care it is essential to provide as much privacy, dignity and control for the individual as possible and maintain clear communication at all times.

Entering bedrooms to assist with dressing or Undressing

Staff should always knock before entering a young person's bedroom and wait for a response if they are aware the room is occupied. If there is no response, staff should try knocking again announcing who you are and informing them that you will be entering if there is no response. If there is still no response, staff should enter slowly with care, announcing that you are coming in as you open the door.

Supporting pupils with Dressing or Undressing

Pupils should be encouraged to dress and undress themselves as much as possible and always consulted about their preferences. Staff will need to be aware this can be a slow process and not convey irritation to the pupil. If a young person is in need of support with dressing with anything more than outer garments, such as ties and socks, then this should be recorded within their placement plan with appropriate risk assessments taking place to safeguard the young person and staff and due regard being given to the gender of the young person and staff supporting.

Toileting, Bathing and Showering

Pupils will be assisted with bath, shower or with toileting only when it is acknowledged and agreed by the parent that they are unable to manage this situation appropriately without help and this is likely to affect their welfare. This will be incorporated into their placement plan with a risk assessment undertaken. This should be authorised by the Head of Care of School Nurse.

Before entering a bath or shower room Staff must alert a colleague

- Pupils should be consulted about their preferences
- Boys should have the opportunity to request a male member of staff to assist them, and female staff will always care for girls.
- Pupils will be encouraged to wash themselves with direction and guidance
- Staff will actively avoid the need for intimate contact.
- Staff should encourage pupils to be aware of health and safety aspects of toileting, bathing and showering.
- Modesty and privacy will be encouraged at all times, especially moving between bathrooms and bedrooms with the use of dressing gowns.
- Support will be given by the school nurse to assist with the development of independence skills.

In cases of emergency when there is a significant risk of harm, duty of care will apply. In this case, staff should seek support from a colleague as soon as is reasonably possible. The staff member should inform the Head of Care who will ensure that the young person's parent(s) and the school nurse are notified. A written record should be kept of the event.