

Beams of Light – Personal Care Support Policy

1. Introduction

This policy outlines the procedures for supporting children who require personal care, such as assistance after toileting accidents, while **attending Beams of Light** (ages 3–11).

Beams of Light is committed to safeguarding all children. Personal care will be provided with **dignity, privacy, and safety**, in line with statutory guidance, including **Keeping Children Safe in Education (KCSIE, 2025)**.

2. Principles

- Children have the right to **privacy, dignity, and respect**.
- Staff will be aware of any individual medical or personal needs.
- Children should feel **safe, supported, and respected** at all times.
- Personal care procedures must protect **both children and staff** from harm or allegations.
- Children should be encouraged to develop as much **independence** as possible in managing their personal care.

3. Scope

This policy applies to:

- Children aged 3–11 **attending Beams of Light**
- All staff, volunteers, and temporary staff involved in personal care

Personal care may include:

- Assistance after toileting accidents
- Help with changing clothing
- Support following messy activities requiring hygiene care

4. Safeguarding

- Only **DBS-checked and trained staff** may provide personal care.
- Wherever possible, **two staff members** should be present.
- If two staff are not available:

- Ensure the child is **visible** (e.g., open door)
 - Another adult is aware that care is taking place
- All **concerns, unusual observations, or incidents** must be reported and recorded immediately.
- Personal care should only be provided when necessary for the child's **well-being**.

5. Procedures

5.1 Parental Consent

- **Obtain parental consent where possible** for personal care.
- **Staff must always provide care** if a child has a toileting accident, even if consent is not explicitly given.
- Parents must be **informed** after any incident.

5.2 Promoting Independence

- Encourage children to manage as much of their own care as possible.
- Staff should **guide and support**, intervening only when necessary.

5.3 Hygiene and Safety

- Staff must wear **disposable gloves**.
- Care should take place in a **clean, safe environment**.
- Soiled clothing should be placed in **sealed bags for parents**.
- Both staff and child must **wash hands thoroughly** after care.

5.4 Privacy and Dignity

- Provide appropriate privacy (doors or curtains closed where possible).
- Avoid unnecessary exposure of the child.

5.5 Recording and Reporting

- **Record every personal care incident**, including:
 - Date, time, and staff involved
 - Observations or concerns
 - Actions taken
- Records must be stored securely and in line with **data protection requirements**.

6. Staff Conduct

- Avoid being alone with a child wherever possible.
- Physical contact should be **minimal and appropriate**, only as necessary.

- Staff must maintain **professional, calm, and reassuring** behaviour at all times.

7. Training and Support

- Staff receive training in:
 - Safeguarding and child protection
 - Hygiene and personal care procedures
 - Safe handling of equipment and tasks
- Staff have access to **guidance, supervision, and support** if needed.

8. Parental Communication

- Parents must be **informed** after any personal care incident.
- Clearly communicate:
 - Reason care was provided
 - Actions taken
 - Observations about the child's wellbeing or behaviour
- All communications must be **recorded and stored securely**.

9. Monitoring and Review

- The Centre Manager is responsible for **monitoring implementation** of this policy.
- Policy is reviewed **annually**, or sooner if guidance changes.
- Staff are informed of updates and must adhere to the latest procedures.

Next Review: September 2026