

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, Anita Pillay 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.

Last Reviewed	Next Review
September 2025	September 2026