

Personal Care, Showers and Changing Rooms

Introduction:

- Some children and young people in education settings will need personal care.
- Where regular, specialist care or equipment is needed this should be subject to an EHC Plan (see below).
- The provision of personal care is routine in early years settings particularly for the youngest children.
- It is also part of the routine care for some children and young people with a disability.
- It is good practice to encourage and promote the greatest level of self-care and independence for each child and young person to ensure that their health, safety, independence and welfare is promoted and their dignity and privacy respected.
- Personal care issues should never be a barrier to a child attending any education setting.
- All children and young people are entitled to respect and privacy when receiving personal care, changing clothes or taking a shower.

They need appropriate supervision, which respects their chosen gender, their age and needs, to ensure:

- their welfare, health and safety
- that bullying does not occur
- that they are not embarrassed

Personal care includes:

Body bathing and showering	Menstrual hygiene	Application of medical treatment
Toileting, nappy change and incontinence care	Dressing and undressing	The safe disposal of pads/nappies and waste

Personal care principles:

- Needs vary between individuals –always provide personal care sensitively
- Always explain what is happening before you begin and where possible obtain consent from the pupil to the care being carried out
- If encouraging self-care and independence only intervene if necessary or if pupil asks for help
- All staff providing personal care should have guidance and training
- Care should be provided at the point of need and undue delay should be avoided
- Arrangements should be open, transparent, fully recorded (including changes) signed by staff and shared with parents/carers.
- Always consult with colleagues if any variation from agreed care is necessary.
- Your setting should ensure good hygiene and infection control including procedures to follow in relation to nappy changing.
- ‘Regulated activity’ – all staff providing personal care need pre-employment and vetting checks (including DBS checks) completed and in place.
- This work **must never** be done by volunteers.
- Personal care should be done by one visible and audible staff member with other staff nearby.
- Where concerns exist about staff vulnerability during personal care, a risk assessment should be completed, and appropriate safeguards put in place.

All arrangements for personal care of pupils must be reviewed regularly with parents/carers and the pupil.

Personal Care, Showers and Changing Rooms

Your setting guidelines should include:

- who will provide personal care
- where it will take place
- what records are needed
- what resources to use
- disposal, washing, storage of soiled items
- infection control measures
- what to do if the child is unduly distressed or marks/injuries are noticed
- what to do if suspect improper practice or are concerned about staff behaviour etc.

The supervising adults must have:

- the correct gender balance.
- had up-to-date safeguarding training.
- a full understanding of their appropriate behaviour with children and young people
- In public areas settings **must** ensure that pupils have separate facilities or different use times and are not changing or showering with the public
- Separate facilities must be provided for all chosen genders of your pupils.
- Transgender students in particular may feel vulnerable and/or at risk in toilets and changing rooms because of unwanted attention, bullying or harm and should be sensitively offered suitable facilities as appropriate (such as an individual changing cubicle, toilet facilities, etc)
- Where physical contact between staff and a child or young person is necessary e.g., for personal care, it must be agreed, appropriate and comfortable for both parties

The owners and managers of sports facilities are responsible for ensuring that:

- They comply with health and safety regulations.
- Their setting and equipment is fit for purpose.
- They have an up-to-date safeguarding and child protection policy.
- Their staff are trained in safeguarding children and young people and have appropriate DBS and other recruitment checks completed and checked.
- Have a designated member of staff for safeguarding and child protection.
- Staff, children and young people are aware of who to report any concerns to

Personal Care, Showers and Changing Rooms

Staff Do's and Don'ts

Staff should:

- Avoid physical contact with a child or young person when they are undressed (unless providing necessary personal care)
- Avoid any visually intrusive behaviour.
- Always announce their intention to enter changing rooms.
- Avoid remaining in the changing room unless required to because of a child or young person's needs.
- Ensure that pupils do not use mobile phones or other media equipment in toilet or changing room areas.
- Ensure that pupils' preferences are considered, and their privacy, dignity and appropriate confidentiality seen as paramount.
- Consider gender, religious and cultural issues especially prior to initiating any necessary physical contact.
- Ensure that general supervision is age and needs appropriate and sensitive to potential pupil embarrassment.
- be vigilant about their own behaviour and ensure they follow agreed guidelines.
- **Ensure that if a pupil complains about any inappropriate behaviour it is taken seriously and responded to appropriately**

Staff should not:

- Change in the same place as the children or young people.
- Shower or bathe with the children or young people
- Assist with any personal care that the child or young person can do themselves.
- Use mobile phones or other media equipment in toilet or changing room areas

If one-to-one work is required, ensure that the situation is risk-assessed and suitable safeguards are put in place prior to commencement.

Children with SEND:

[Children with Special Education Needs & Disabilities \(Gov.uk\):](#)

- The local authority will assess if a child or young person needs an EHC plan.
- The Special Educational Needs and Disabilities Coordinator (SENDCo) is responsible for over-seeing this area of work and a plan should include the views of parents, carers and the pupil.
- For further Sheffield related information see: [SEN Disability Information & Support Service](#)
- Children with disabilities needing intimate personal care and/or other support, often receive it from a number of carers which may increase their risk of abuse.
- For further information about safeguarding disabled children, see: [Safeguarding d/Deaf and disabled children, NSPCC](#)

Children Under 5 (EYFS):

Settings with provision for children under five must ensure suitable hygienic changing facilities for children in nappies.

For further information go to the welfare requirements in the EYFS Framework 2023:

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](#)

Useful Resources:

[NSPCC 'safe use of changing facilities' Briefing](#)

[Keep Children Safe in Sport, NSPCC Child Protection in Sport Unit](#)

[Child Protection and Safeguarding in Sport](#)

[Guidance for Safer Working Practice for Adults who work with Children and Young People in Education \(May 2019 v2\)](#)