

Rationale:

- This school promotes a healthy, supportive and safe environment where all students' personal care needs are met with consideration, respect, privacy and confidentiality. Our school has a commitment to zero tolerance of child abuse. We support and respect all children as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. This ethos is at the forefront of any interactions with our students and particularly the implementation of personal care.
- All students are provided with the opportunity and support to learn personal care skills and encouraged to achieve as much personal independence as possible.

Aims:

- To educate students in the area of personal care, including toileting, hygiene, grooming and menstrual management.
- For staff to encourage as much independence as possible when teaching and assisting students with personal care whilst maintaining the health and well-being of students and staff.

Implementation:

- This policy applies to all staff, including relief staff and to student personal care on or off school property, including school camps, excursions and other programmed activities in the community. Volunteers and trainees on placement will not be involved in any intimate personal care requirements of students.
- To protect the staff member from allegations of misconduct male staff should not manage any intimate personal care needs of female students on their own. A female staff member should always be present. Classroom or section arrangements may need to be modified to provide this support and to ensure a shared workload.
- The level of support required by individual students with personal care needs should be clearly outlined by the teacher responsible. Some students will have a documented personal care / risk assessment plan.
- Staff will be aware of and follow the individual personal care plans encouraging as much independence as possible.
- Staff assisting students, whether in a supervisory role or assisting with physical support should do so with respect, consideration and paying attention to dignity, privacy and

confidentiality. (Closing doors and curtains, taking students to the toilet to check if they need a change, enquiring discretely if a student needs to go to the bathroom etc.).

- Students should be informed as to what is about to happen and what is happening during personal care.
- Staff should take care when commenting during student personal care duties.
- Students with complex physical needs or behaviour support needs should have a Manual Handling risk assessment undertaken by the Occupational Health & Safety representative and appropriate therapists, and a plan developed to control these risks. (Hoist use, safe lifting etc.).
- All staff are to complete Manual Handling training provided by the Occupational Health & Safety team.
- The Occupational Health & Safety team will keep an up to date register of those staff that have been provided with this training and of when the training occurred. (This includes relief staff).
- All staff will follow hygiene procedures, which are documented in folders in each classroom.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.
- Provision of hoists, safe bathroom facilities and staff training will be reviewed as necessary.

**This policy also applies to Yarra Ranges SDS Respite Programs funded by DHS (Vic.)
i.e. Vacation Care**

Date Implemented	August 2016
Author	Matt Shakespeare
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	2019
References	