

CROYDON SDS

PERSONAL CARE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on ph 9725 4933 or by email at croydon.sds@education.vic.gov.au

PURPOSE

Croydon Special Developmental 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.

AIM

- To educate students in personal care, including toileting and daily hygiene tasks.
- 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.

GUIDELINES

- This policy applies to all staff, including relief staff and to student personal care both 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 personal or medical care requirements of students.
- All students have a Personal Hygiene Learning and Support Plan, this is created by the classroom teacher and parent/carer during the first SSG meeting following school enrolment and then reviewed / updated during the students first year in the Secondary section; it will be updated earlier if required.
- Classroom staff will be aware of and follow individual Personal Hygiene Learning and Support Plan to encourage as much independence as possible.
- Staff assisting students, whether in a supervisory role or assisting with physical support will 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 discreetly if a student needs to go to the bathroom etc.).
- Student will be informed as to what is about to happen and what is happening during personal care.
- Staff will take care when commenting during student personal care duties.
- A Safe Work Procedure (SWP) documents will be developed by an Occupational Therapist or Physiotherapist for any student requiring manual handling supports for transfers. Staff supporting these students will receive training on the implementation of the SWP. These plans will be

updated annually or more frequently as required, to meet changing student or staff physical needs. SWP documents will be signed by staff to indicate completion of this student specific training and staff understanding of the content.

- The Allied Health Team are responsible for maintaining records of trained staff.
- Staff will complete an annual school based manual handling training, as well as the DE manual handling online module on LearnEd.
- All staff will follow school hygiene procedures.

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.

RELATED POLICIES AND PROCEDURES

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- DE School Policy and Advisory Guide – Student Wellbeing and Learning
- DE School Policy and Advisory Guide – Students with Disabilities
- DE Effective Schools are Engaging Schools: Student Engagement Policy Guidelines
- DE Safe Schools are Effective School's
- CSDS Child Safe Policy
- CSDS Child Safety Code of Conduct
- CSDS Inclusion and Diversity Policy
- CSDS Student Wellbeing and Engagement Policy

Related Department of Education and Training policies

- CSDS Safe Work Procedures
- CSDS OHS
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

Other related documents

- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

POLICY STATUS AND REVIEW

The principal is responsible for reviewing and updating the Personal Care Policy at least every three years.

APPROVAL AND REVIEW

Created date	August 2024
Consultation	School Council 12/8/24. The Child Safe Review Panel, July, 2024. Consultative Committee (term 3, 2024) and school nurse (term 3, 2024).
Approved by	Principal
Next review date	June 2027