



# CARE PROCEDURES POLICY

Original Policy: 1999

Date Reviewed: 2005, 2008, Oct 2009, Oct 2010

## **Care Procedures policy**

Daily tasks and routines are a vital part of the school structure. Consistent expectations are essential for the children to thrive and the school to function. The following is a summary of the practices in use to ensure a high standard of basic care.

### **Morning and Night Procedures including Staff Responsibilities**

#### **Morning procedures:**

- Staff need to be good role models. They should arrive in good time to start their duties, and suitably attired for the demands of their shift.
- Staff should show respect for privacy by knocking on the bedroom or bathroom doors before entering.
- Morning staff should be sensitive to the need of some boys; to wake, and let them gather their thoughts before encouraging them to comply with tasks. However the schedule does not allow for slow and lazy behaviour and the boys should be encouraged to fulfil the routine within the allotted time slot.
- Each morning all boys will wash before dressing, and clean their teeth for two minutes at least. Hair should be thoroughly brushed and combed before styling; staff should encourage boys to adjust clothing and collars to look good.
- Boys are provided with clean uniform on Monday and Wednesday. All boys will have clean pants and socks daily. Their own clothes are kept in their rooms and should be readily available. Occasional checks that clothing is being sent to the laundry should be made to avoid the storing of soiled linen or clothes.
- Boys who suffer from enuresis or encopresis should have a bath or shower in the morning if needed. Staff should always be aware of dangers of contact with body fluids and wear appropriate clothing and follow procedures where necessary. Wet beds should be wiped down daily. Boys should be helped but take responsibility. Talc is available for freshening the mattress covers under the sheet.
- Boys may have their bedroom doors closed when they are in their rooms. In shared rooms all boys concerned will need to agree to this. If no agreement is reached or should staff feel there has been coercion to agree then the staff would have to insist they are left open. This is for child protection reasons such as preventing bullying etc. However, if a child gives us any cause for concern about his well being or there could be the likelihood of damage staff should insist the door is kept open until he can be trusted.
- Staff should ensure that boys' rooms are tidy; beds should be left with the duvet turned down to halfway down the bed to allow them to air. Curtains and windows opened, toilets flushed, taps and lights are off before going to breakfast.

- Bed linen is changed fortnightly, wet beds as necessary; if a child has been very hot during the night, perspiring, had a nosebleed or is unwell, indeed as frequently as the need arises.
- Towels and flannels should be hung to dry.

### **Evening procedures:**

- During the winter months windows should be closed at 3.30pm. In the summer curtains should be closed to avoid the rooms overheating.
- The boys in each house may divide into two groups and whilst one group has supper the other group bath first, then they change over, and the second group bath while the first group has supper.
- Teeth should be brushed for at least two minutes after supper.
- Boys may have the choice of bath or shower where facilities allow. Any child struggling with personal care should have a bath, as it is easier to monitor the standard in a bath.
- Staff should run the bath water, approximately one quarter full, with due regard to the risks of scalding. When staff feels the temperature is acceptable, boys are encouraged to test the temperature themselves. Baths should be rinsed between children using them.
- The boys undress in their own room, folding their clothes neatly and putting them away unless they are going to the laundry. They should wrap themselves in a towel while they await their turn in the bathroom.
- Boys should be supervised at all times to avoid accidents, though this should be as unobtrusive as possible. They should be taught to wash their faces and ears, followed by their bodies, paying special attention to their underarms, bottoms, penis's, knees and feet.
- Younger boys may need help to wash their backs and to shampoo their hair with attention to thorough rinsing. Boys are encouraged to supply their own toiletries, but shampoo, conditioner, soap, bubble bath, shower gel, toothpaste and brushes are available for those who need it. Stocks of toiletries can be found in Night Waking Room or Surgery.
- All boys should be warned of the risks of slipping and smaller boys should be encouraged to use a step to climb in and out of the bath if needed.
- Anyone with skin complaints should use the appropriate prescribed preparations, which are stored in the sleeping-in room or in their rooms. Those with no prescribed creams

and sore skin may use the moisturiser or barrier creams available and this should be recorded on the surgery sheet.

- Notes should be made promptly, if any minor injuries or bruising are seen (not necessarily at body map level), to ensure we are aware of bruises from fights, rough games, or even bullying.
- After bathing, boys should return to their rooms wrapped in their towel, where they should finish drying themselves and put on their pyjamas, dressing gowns and slippers.
- Hair washing is done on Sunday and Wednesday evenings and on the day boys return from home. If boys are out e.g. at cubs on a hair washing night theirs should be done next day. Hair should be brushed and combed. All boys are given fine tooth combs, and staff should check regularly for head lice to ensure that they do not spread through the school.
- After the boys have showered, they may play quietly in their own bedroom or the playroom.
- Showers or bathing should be thorough and boys should be checked to ensure that knees, feet, ears etc, are clean and nails short. Staff should cut toenails and fingernails as necessary.
- Story Time is an important relaxing time of the routine. Books should be chosen which are relevant to the age and developmental level of the boys. It is an opportunity for stimulating an interest in books and reading, and material should be varied and good quality. New authors and both classic and modern literature should be included.

#### **Pupils' contribution:**

- Boys should wash faces, necks, ears each morning, before they get dressed.
- Teeth should be brushed for two minutes at least, twice daily.
- Hair should be combed thoroughly twice a day.
- Clothes should be regularly changed and adjusted to be neat and tidy.
- Shoe laces should be tied. Shoes should be cleaned and polished regularly.
- Sweatshirts may be loosely tied around their waists if removed for a short time (not knotted) otherwise they should be left in their rooms.
- Bedrooms and bed spaces should be tidied before breakfast and sheets straightened with the duvet turned back.
- Clothes should be hung up or folded, and towels hung up to dry.

- During the day hands should be washed before meals, after using the toilet and at other times especially if they are dirty.
- Shoes and slippers should be put away in the right place so that they can be found.
- Slippers and dressing gowns should be beside the bed at lights out.
- Toilets should be flushed.
- Curtains and windows should be opened before breakfast and lights turned off.

### **Personal Hygiene**

- During the school day, any member of staff may have to deal with a child's personal hygiene issues: The child should have a shower, and wash with soap. Boys are all expected to rinse out their own soiled clothing which should be placed in the buckets provided or taken to the laundry. In the case of day boys, a note should be made in the home/school log. In the case of persistent problems with any child this would become part of the care plan.

#### Boarders

- All boarders know where to find their clean underwear and clothing, and spare clothing is also available in the Sewing room should they run out. They will be aware of the bathrooms they are expected to use, where the soap and towels are etc.

#### Day Pupils

- If a day boy has difficulties, one of the communal shower rooms should be used in the main house, or the bathroom next to the sick bay. Spare uniform, clothing and towels are available in the sewing room in the Garden House. Wet toilet wipes are available in the surgery cupboard if the problems are persistent. Aprons and gloves are available in surgery.

### **Pupil safety**

#### **Observation of Unsafe Behaviour**

- Listen and Watch. Quiet behaviour can be as worrying as loud and rough play.
- Staff should all be aware of the areas around the school where unsafe and inappropriate behaviour is more likely to occur and be vigilant. Toilets (traditionally) and also den building or distant quiet places.

#### **Safety in the Sun**

- All boys are taught the dangers of over exposure to the sun through Assembly, class work and example. National Campaigns are highlighted in school i.e. the Sunwise set, Passport to the sun.

- We ask parents to provide sun hats, but have a spare supply of hats for boys who need them.
- Sun Screen cream is provided and applied when necessary, with staff available to assist where needed. The consequence of boys failing to comply, is them being kept out of the sun. Permission for this and other personal care is requested from parents and updated annually.
- Sun screen should not be applied just before entering the swimming pool, and any child who has recently applied sunscreen will be asked to shower before entering the water.
- T-shirts should be worn between the hours of 11am and 3pm. Old T-shirts are provided for use in the swimming pool.

Parasols and Gazebos are available to supplement the natural shade around the school.

### **Keeping Belongings Safe:**

- Toys should all be clearly marked. Lending of toys is not allowed, but sharing of toys while boys are playing together should be encouraged.
- MP3 players or i-Pods and personal electrical games are to be handed in to matron who will keep them secure in the prescription cupboard for use in the taxis to and from school only. Boys are not encouraged to bring electrical goods into school as electrical items need to be PAT tested (for PAT testing, please see the Caretaker).
- There should be NO glass or aerosol cans brought into school by the pupils.
- Boys are not permitted to have cameras; for safety and privacy reasons they must be handed to and only used with staff close supervision.
- Treasured or valuable items are discouraged as the safety of such items can not be guaranteed (see Clothing lists). Items should be left in the suitcase and a note made on the unpacking sheet.
- Pens and pencils are not permitted in the bedrooms, except those provided by class staff in the homework folder.
- All belongings should be age appropriate including music/games/ DVD's which must be checked and approved.
- Any drugs/medication/creams and lotions should be handed to Matron. Some toiletries will be permitted to stay in the boy's possession after a risk assessment has been carried out by staff.

### **Appropriate Clothing:**

- Boys must wear coats during cold, wet weather or be under cover.
- T shirts should only be worn between 11am and 3pm (see Safe in the Sun)
- Boys should be respectably dressed for meals, vests are not sufficient.
- Boys must not wear hats in the house or classrooms

### **Laundry/Shoes:**

- Towels should be changed on Tuesdays each week. The exception is towels during the last week of term, when dressing gowns and coats will be collected by the housekeeping staff in order to be sent home clean.
- Pyjamas are changed on Wednesday except during the last week of term.
- Bed linen is normally changed on the week following exeat weekends; Tuesday in the garden house and on a Wednesday in the main house
- Shoes should be cleaned each fortnight when the boys go home for exeat, or when necessary. (Cleaning materials are in the cupboard under the sink in the staff room)
- Any soiled underwear should be rinsed by the boy concerned. An extra bucket will be available in bathrooms for this purpose. The items should be left soaking in the bucket provided.
- Wet bed linen should be removed from the beds and placed in the moisture resistant bags provided. Wet beds should be wiped down with disinfectant spray and dried with the cloths provided. Talcum powder is available to perfume and help dry the mattress covers.
- New and young pupils may need help to make their beds and fit the duvet covers, especially over the plastic protective covers which can get very tangled with the duvets.
- All mattresses and pillows should have a protective cover to prevent damage from vomit nosebleeds etc.
- New pupils and known enuresis sufferers should have a protective duvet cover.

### **Unpacking of pupils belongings:**

- Please check that clothes are in good repair, clean and labelled and sufficient.

- Please let matron know if there are any problems with luggage entering or going home from school.
- Please record on a tick-sheet each item and if there is more than required leave some in the case but note this on the sheet.
- Please check all pockets, as items have been 'smuggled' in that are against our regulations, or dangerous.
- Please make sure all the nooks and crannies of the cases are emptied and medicines/ letters/ pocket money handed in to matron or the office.
- If items are unmarked and it is left to school staff to mark them, please note this on the unpacking sheet.
- If there is any doubt about the advisability of any item please ask Matron or the Head of Care
- All clothing should be clearly labelled with the child's name. Items that are detachable, such as hoods and belts should be labelled separately. Shoes, boots and slippers should also be labelled with the child's name. Clothing taken off at bedtime on the first night back should be checked for name labels; if any items are not marked, a list should be made with a description of each item (size/colour/ brand) and the owner's name for the sewing and laundry staff to identify and label.

#### **Packing of boys belongings:**

- Bedrooms should be checked for any soiled clothing shortly before the end of term, so that it can be washed before it is packed. It is helpful if rubbish is cleared at the same time.
- Packing sheets must be named, dated and signed by the member of staff packing the suitcase. Cases and bags should be labelled.
- Packing sheets must be used to ensure the correct clothing goes home.
- Every item that is put in the suitcase must be recorded on the packing sheet (and photocopied) so that a record remains in school. If there is a shortage of clothing then the laundry will be checked to ensure sufficient clothing is sent home. The slipper room and boot room should be checked.
- Coats must go home. School shoes provided by the parents, trainers and slippers should be packed.
- Any item sent home and/or returned should be recorded.

### **Exeat Weekends:**

- Boys will only take home a coat, and what they are wearing for a weekend. If the child returns to school after a weekend in different clothes, these should be labelled.
- An essential cuddly toy can be sent home but parents are informed we would prefer most belongings to stay here during the weekends as this is a time when toys can go missing.

### **End of terms**

- All beds should be wiped
- All cupboards should be wiped and tidied
- Hairbrushes and combs should be cleaned and sterilised or washed
- Towels etc renamed if boys move rooms.
- At the end of each term, protective duvet covers and duvets from those who are frequently wet must be washed. During the summer holidays, all bedding is washed.
- Toothbrushes should be sterilised at the end of each half term. School toothbrushes should be replaced each term
- Shoes should be cleaned.

### **Physical Exercise**

- All boys should be encouraged to have at least sixty minutes of activity a day. This does not need to be in one session. Boys who are not keen on competitive sport should still be encouraged to exercise with games, jogging, individual targets etc.

### **Ecological Awareness**

- Staff and boys should remember to turn off taps (not leave the tap running while brushing teeth etc.)
- Lights should be turned off when not needed.
- Toilets should be flushed.
- Rubbish should be put in the bins provided.
- Items that can be recycled should be separated from rubbish.