

# ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

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<b>Personal Care and Wellbeing Policy</b>	
<b>Responsible Committee:</b>	CEO of ESCSC Dr Debora Elijah
<b>Policy Co-ordinator:</b>	Director of ESCSC Nivin Jaber
<b>Date revised:</b>	September 2024
<b>Next review date:</b>	September 2025

## **General Information**

At the Elijah Social Cognitive Skills Centre (ESCSC), it is our duty to ensure that children's wellbeing and personal care needs are being met. This policy outlines the definitions and parameters for both personal care and wellbeing in the context of children, providing a clear framework for our responsibilities and actions.

## **Personal Care**

Personal care refers to the provision of assistance and support in activities that are essential for the daily living and development of children. This includes but is not limited to:

- **Hygiene:** Helping with washing hands and toileting.
- **Dressing:** Assisting with choosing appropriate clothing and helping children dress.
- **Nutrition:** Ensuring children receive balanced meals and snacks and assisting with feeding when necessary.
- **Health Maintenance:** Monitoring health conditions and reporting any changes or observations.

Personal care is integral to a child's physical health, comfort and dignity. It requires sensitivity, respect for the child's privacy and preferences and adherence to established safety and health standards.

## **Wellbeing in Children**

Wellbeing encompasses the holistic state of a child's physical, emotional, social, that includes:

- **Physical Health:** Ensuring children are physically healthy through proper nutrition, exercise, sleep and medical care.
- **Emotional and Mental Health:** Supporting children in understanding and managing their emotions, fostering resilience and providing access to mental health resources.
- **Social Development:** Encouraging positive relationships with peers and adults, teaching social skills and ensuring children feel valued and included.

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- **Cognitive Development:** Promoting learning and intellectual growth through stimulating activities, educational opportunities and nurturing curiosity and creativity.

Our commitment to children's wellbeing means actively creating an environment that supports these facets of development, ensuring each child has the opportunity to thrive and reach their full potential.

## **Personal Care Responsibilities**

### ***Nappy Changing***

- Nappies will be changed by a trained member of the ESCSC team in a designated safe and private location to ensure the child's dignity and comfort.
- All staff members involved in personal care duties will have completed comprehensive safeguarding training and will possess a current Disclosure and Barring Service (DBS) check. This ensures that all individuals providing personal care meet the highest standards of child protection and safety.

### ***Toilet Assistance***

- Children who are not yet able to use the toilet independently will be accompanied and assisted by a trained member of the ESCSC team. Assistance will include helping the child with the process while maintaining their dignity and privacy.
- For parents who are in the process of toilet training their children, it is essential to inform the ESCSC team via email or text message. This communication allows us to provide consistent support and assistance. During this training period, children will be taken to the toilet every fifteen minutes to help them establish a routine and become accustomed to the process.

### ***Hand Washing***

- To promote good hygiene practices, children will be assisted in washing their hands thoroughly after using the toilet and before eating. Staff members will ensure that children understand the importance of hand washing and will guide them through the correct procedure to eliminate germs and reduce the risk of illness.

### ***Changing Clothes***

- In instances where a child's clothing becomes soiled or dirty, the child will be promptly changed into clean clothes by a member of the ESCSC team. This practice is vital for maintaining the child's comfort, hygiene, and overall well being. Staff will handle clothing changes with sensitivity and care, ensuring the child feels secure and respected throughout the process.
- By adhering to these personal care responsibilities, the ESCSC team is committed to providing a safe, supportive and hygienic environment for all children in our care. Our practices are designed to uphold the highest standards of child welfare and to foster a nurturing atmosphere where every child's personal care needs are met with professionalism and compassion.

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## **Practices at ESCSC**

At the ESCSC, the wellbeing of a child is our highest priority. We are dedicated to fostering an environment where every child can thrive and grow in all aspects of their development. Through our comprehensive programme at the ESCSC, we are committed to enriching a child's emotional and mental health, social development and cognitive development.

Our approach to emotional and mental health focuses on creating a supportive atmosphere where children can express their feelings, build resilience and develop a strong sense of self-worth. We provide resources and activities designed to help children manage their emotions effectively and cultivate a positive mindset.

In terms of social development, we emphasise the importance of building healthy relationships and social skills. Our programme includes numerous opportunities for children to interact with their peers and adults in a variety of settings, promoting cooperation, empathy and communication.

Cognitive development is also a key focus at the Elijah Social Cognitive Skills Centre. We offer a stimulating learning environment that encourages curiosity and intellectual growth. Through engaging activities and educational opportunities, we aim to nurture each child's innate love of learning and support their academic progress.

## **The Importance of Sleep and Rest**

We believe that sleep and rest are important for all children and that each child's individual needs are always met.

If a child becomes tired or needs to rest, they will have the opportunity to do so to allow them to experience the best possible learning outcomes.

The Elijah Social Cognitive Skills Centre asks that if a child has not had a full night's sleep, the parents/carers inform ESCSC as soon as they can that morning. For the best intervention outcome, the parents/carers may be advised by the ESCSC staff to keep the child at home so they may rest. A compensation session will be offered where this is the case, and the invoice for the next month adjusted in the compensation session was not taken up.

If the child is not able to engage in their intervention programme due to tiredness e.g., they are dozing off, the parents/carer will be contacted to come and collect the child so they may have the opportunity to rest sufficiently at home. A compensation session would be offered where this is the case and the invoice for the next month adjusted in the compensation session was not taken up.

In rare circumstances, a child may be allowed to nap at the ESCSC to maintain their wellbeing and enhance their engagement with their PROSCIG© intervention programme, subject to the ESCSC team discretion.

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## **Review and Amendments**

This policy will be reviewed yearly to ensure its effectiveness and relevance.

Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.