



Reviewed January 2024

## St Bertelina's Church of England Primary School

### Personal and Intimate Care Policy

#### Overview

This Personal and Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed.

At St Bert's we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development. We believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

#### Definition

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, e.g. cleaning up after a child who has soiled themselves. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

#### Objectives

- To safeguard the rights and promote the welfare of children and young people.
- To provide guidance and reassurance to staff whose duties may include intimate care.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual needs and concerns are taken into consideration.
- To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

## Key Strategies

- Where the need for personal intimate care become apparent, the members of staff who provide it will be properly trained to do so and will be made fully aware of best practice.
- Staff will give particular attention to planning for the development of independence skills, particularly for children who are highly dependent upon adult support for personal care.
- A good partnership with parents / carers is an essential principle in St Bert's and it is especially important in relation to children needing intimate care.
  - Prior permission will be obtained from parents / carers before intimate care procedures are undertaken.
  - Agreements between school/organisation, those with parental responsibility and the child concerned should be documented and understood by reading and agreeing to support the school policy and practice for intimate care and completing a parental agreement form (see below).
  - Parents / carers should be encouraged to work with staff to ensure that their child's needs are identified, understood and met.
  - We will work with parents / carers and children to establish a practical procedure for supporting the children in our care with their personal and intimate needs.
  - This may include Health Care Plans and any other plans which identify the support of intimate care where appropriate. It is the responsibility of the parent to ensure up to date Health Care Plans are shared with school staff.
  - Exchanging information with parents / carers is essential through personal contact, telephone or written correspondence by the members of staff involved.
- Individual intimate Health Care Plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- Where particular Health Care Plans may require specialist training we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.
- The child will be supported to achieve the highest level of autonomy that is possible given his/her age and ability. Staff will encourage each child to do as much for him/herself as he/she can.
- Children will be cared for with dignity and respect for their privacy. Careful consideration will be given to each child's situation to determine how many staff might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.
- The pupil's dignity must always be considered and where contact of an intimate nature is required (eg assisting with toileting or the removal of wet/soiled clothing),

another member of staff should be in the vicinity and should be made aware of the task being undertaken.

- Child Protection procedures will be adhered to.
  - All children will be taught personal safety skills carefully matched to their level of development and understanding.
  - If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.
  - If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.
  - If a child makes an allegation against a member of staff, all necessary procedures will be followed. (see Child Protection Procedures)
- Adults working in intimate situations with children can feel particularly vulnerable. This policy can help to reassure staff involved and the parents /carers of vulnerable children.
  - Action will be taken immediately should there be a discrepancy of reports between a child and the member of staff.
  - Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.
- When any 'intimate care' is carried out parents /carers will be informed. Parents will be notified if a child has been changed due to soiling accidents (clothing will be bagged up and handed to parent at pick up).
- Parents have a role to play if their child is wearing nappies/pull ups. The parent should provide nappies, disposable bags, wipes, changing mat etc and parents should be made aware of this responsibility. School are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.
- Staff should wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste.

## Outcomes

This policy will play an important role in the care of pupils. It will ensure that all pupils are treated at all times with dignity and respect. We are committed to meeting the individual needs of each child and we will take full account of their age, special needs and gender when providing personal intimate care.

The above guidelines should be read in conjunction with other policies including:

Health and Safety Policy

First Aid Policy

Inclusion Policy

Complaints Policy

The following legislation informs this policy:

The Children Act 1989

The Children Act 2008

The Disability Discrimination Act 1995

UN Convention on the rights of the child

Health and Safety at work Act 1974

Equality Act 2010

Single Equality Duty 2011

Children & Families Act 2014