



Personal & Intimate Care Policy

Approved by:	Academy Governing Body
Date:	23.03.22
Minute no:	10.10.2
Version:	v2
Review cycle:	Every 3 years/as required
Publication:	Internal & public

Contents

1. Purpose
2. Principles
3. Definition
4. Supporting dressing/undressing
5. Providing comfort or support
6. Medical procedures
7. Soiling
8. Hygiene
9. Protection for staff
10. Safeguards for children
11. Monitoring and review

Appendices

Appendix 1 – Template Intimate Care Plan

Appendix 2 – Template parent/carers consent form

1. Purpose

The purpose of this policy is to:

- safeguard the rights and promote the best interests of the children
- ensure children are treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one
- safeguard adults required to operate in sensitive situations
- raise awareness and provide a clear procedure for personal care
- inform parents/carers in how personal care is administered
- ensure parents/carers are consulted in the personal care of their children

2. Principles

It is essential that every child is treated as an individual and that care is given as gently and sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body.

It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, personal care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning personal care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

3. Definition

Personal care is one of the following:

- supporting a pupil with dressing/undressing
- providing comfort or support for a distressed pupil
- assisting a pupil requiring medical care, who is not able to carry this out unaided
- cleaning a pupil who has soiled themselves, has vomited or feels unwell

4. Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Reception. Staff will always encourage children to attempt undressing and dressing unaided.

5. Providing comfort or support

Children may seek physical comfort from staff (particularly children in Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child-initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as personal. If physical contact is deemed to be appropriate staff must provide care that is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way that communicates that the touch, rather than the child, is unacceptable.

6. Medical procedures (see policy on the administration of medicines)

If it is necessary for a child to receive medication during the school day parents must fill out a permission form and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The headteacher has primary responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that anyone in school is safe. Medicines should be kept in a secure place in the school office, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available. Inhalers must be kept in a secure place within the child's classroom.

7. Soiling

Personal care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in school may sign a permission form so that staff can clean and change their child in the event of the child soiling themselves. If a parent does not give consent, the school will contact the parents or other emergency contact

giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils themselves.

If the parents and emergency contacts cannot be contacted the headteacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- protective gloves are worn
- the procedure is discussed in a friendly and reassuring way with the child throughout the process.
- the child is encouraged to care for him/herself as far as possible
- physical contact is kept to the minimum possible to carry out the necessary cleaning
- privacy is given appropriate to the child's age and the situation
- all spills of vomit, blood or excrement are wiped up and flushed down the toilet
- any soiling that can be, is flushed down the toilet
- soiled clothing is put in a plastic bag, unwashed, and sent home with the child

8. Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

9. Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- gaining a verbal agreement from another member of staff that the action being taken is necessary
- allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- allow the child a choice in the sequence of care
- be aware of and responsive to the child's reactions

10. Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Dovedale Primary School are DBS checked on

application and cannot undertake tasks within the school until all checks are completed satisfactorily. The aim of the Disclosure and Barring Service is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers to carry out personal care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

It will be assumed that all children will be supported or encouraged to change themselves with the supervision of an appropriate adult if they soil or wet themselves. Children capable of doing this independently will be expected to do this on their own. If a parent does not wish this to be the case then permission needs to be withdrawn in writing

11. Monitoring and review

This policy will be reviewed by the headteacher every three years or more frequently as required. At every review, the policy will be approved by the governing board.

Personal and intimate care plans should be reviewed as a minimum annually or when there are any significant changes in a child or young person's needs.

Appendix 1: Individual Intimate Care Plan (template to be adapted for school use)

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Date	
PARENTAL AGREEMENT	
• I agree to ensure that my child is changed at the latest possible time before being brought to the setting/school • I will provide the school with spare nappies and a change of clothing • I understand and agree to the procedures that will be followed when my child is changed at school - including the use of any cleanser or the application of any cream. • I agree to inform the school should the child have any marks/rash. • I agree to a "minimum change" policy i.e. the setting/school would not undertake to change my child more frequently than if s/he were at home. • I agree to review arrangements should this be necessary.	
Parent name	
Relationship to child	
Parent signature	
Date	

SCHOOL AGREEMENT

- We agree to change the child at any time should the child soil themselves or become uncomfortably wet.
- We agree to inform parents/carers should the child be distressed or in physical discomfort (this is separate from any action taken in response to any child protection concerns).
- We agree to review arrangements should this be necessary.

Staff name	
Staff signature	
Date	

REVIEW

This plan will be reviewed once a year.	
Next review date:	

Appendix 2: Parent/carer Consent Form (template to be adapted for school use)

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	