



St. Jérôme Church of England Bilingual School

Intimate Personal Care Policy

Reviewed by Executive Head teacher, Head of School, SENDCO and Welfare Officer June 2020

Head teacher _____

Head of School _____

SENDCO _____

Welfare officer _____

Chair of Governors _____

Date _____

Date of next review: June 2022 unless deemed necessary to review before.

(Also see our Child Protection and Safeguarding Policy and Inclusion Policy)

1. Introduction:

At Saint Jérôme Church of England Bilingual Primary School:

- We believe that every person is of immeasurable value and is created uniquely in the image of God and has gifts and talents to share with their community.
- We want every person to feel welcome, safe and a sense of belonging to our community.

2. Aims and Objectives of the policy:

- To define Intimate personal care
- To work with parents/carers to offer best care and practice when supporting their child
- To agree guidance to staff who have agreed to give intimate personal care in school for the safeguarding of both children and staff members' rights
- To give guidance in care and acknowledge that some children need personal intimate care assistance unexpectedly e.g. following an accident in the playground or in any classroom or in any extended services (wetting or soiling themselves even though they are toilet trained)
- To protect each child's dignity

3. Definition:

Intimate personal care includes hands-on physical care in personal hygiene and observation thereof. These tasks can include:

- Washing/showering the body other than the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing
- Application of medical treatment or First Aid, other than to arms, face and legs below the knee
- Supporting with the changing of sanitary protection (for menstruating girls the care can only be offered by female members of staff)

4 Guidance for Safer Working Practice for Adults who work with Children and Young People in Education settings (DCSF March 2009, to be read in conjunction with the updated version by Safer Recruitment Consortium 2019 which is not statutory) states the following:

Schools and settings should have clear nappy or pad changing and intimate / personal care policies which ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care should be open and transparent and accompanied by recording systems.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally

be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

This means that schools should:

- have in place up to date guidance and protocols on appropriate physical contact, that promote safe practice and include clear expectations of behaviour and conduct.
- ensure that staff are made aware of this guidance and that it is continually promoted

This means that education settings should:

- have written care plans in place for any pupil who could be expected to require intimate care
- ensure that pupils are actively consulted about their own care plan

This means that staff should:

- adhere to their organisation's intimate and personal care and nappy changing policies
- make other staff aware of the task being undertaken
- always explain to the pupil what is happening before a care procedure begins
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers
- avoid any visually intrusive behaviour
- where there are changing rooms announce their intention of entering
- always consider the supervision needs of the pupils and only remain in the room where their needs require this

This means that adults should not:

- change or toilet in the presence or sight of pupils
- shower with pupils
- assist with intimate or personal care tasks which the pupil is able to undertake independently

5. Partnership Working:

Saint Jérôme Church of England Bilingual Primary School will work closely with parents/carers of children who need help with toileting in agreeing an Intimate Care Plan for their child. This agreement will help avoid misunderstandings and also help the parents/carers feel confident that we will meet their child's individual needs. An "Intimate Care Plan" will be completed with the parents if the child will be entering school wearing pull-ups or nappies.

Parents/ Carers:

The following can be agreed with parents

- agreeing to change the child at the latest possible time before coming to school
- providing spare nappies/pull ups, wet wipes and a change of clothes
- understanding and agreeing the procedures to be followed during changing at school and terminology for private parts of the body and functions
- agreeing to inform school should the child have any marks/rash
- agreeing how often the child should be routinely changed if the child is in school for the day and who will do the changing
- agreeing to review the arrangements, in discussion with the school, should this be necessary
- agreeing to encourage the child's participation in toileting procedures wherever possible.

The school:

- agreeing to change the child should they soil themselves or become wet
- agreeing how often the child should be routinely changed if the child is in school for the full day and who would be changing them
- agreeing a minimum number of changes
- agreeing to report to the head of school or SENDCO should the child be distressed or if marks/ rashes are seen
- agreeing to review arrangements, in discussion with parents/ carers, should this be necessary
- agreeing to encourage the child's participation in toileting procedures wherever possible
- discussing and taking the appropriate action to respect the cultural practices of the family
- giving the child explanations of what is happening in a reassuring way
- enabling the child to be prepared for and to anticipate events by giving visual clues like giving them a nappy/ pull-up to hold
- viewing "changing time" as a positive experience (aiming to gradually increase the child's independence and self-worth)

Intimate Personal Care in Foundation Stage settings will be provided by staff within the classroom and an Intimate Care Plan written. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.

The following details are considered: -

- A named Person who will change the child (this needs to be more than one member of staff in order to cover absence)
- Where the changing will take place
- What resources will be used and who will provide them
- How a nappy or pull-ups will be disposed of
- How other wet or soiled clothes will be dealt with

- What infection control measures are in place
- What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed
- How changing occasions will be recorded and how this will be communicated (in confidence)

It is recommended that communication relating to intimate care should be made through one of the following:

- Sealed letter
- Personal contact (and recorded in a log)
- Telephone call – between member of staff and parent/carer and recorded in a log

6 School's responsibilities:

- Staff who provide intimate care are fully aware of best practice and safeguarding.
- Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from the appropriate agencies.
- The adult who is going to change the child informs the teacher and/or another member of staff that they are going to do this. There is no written legal requirement that two adults must be present. However, in order to completely secure against any risk of allegation, a second member of staff may be present where resources allow.
- Staff need to take care to ensure that the child is never made to feel insecure
- Keep records, which should note responses to intimate care and any changes in behaviour.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and discussed with the class teacher and SENDCO and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution
- Best practice should be followed by ensuring that all those involved with intimate care receive specific induction from the school on these procedures and protocols.
- Staff who provide intimate care to children have a high awareness of safeguarding issues; any concerns will be reported to the Safeguarding Officer
- Wherever possible the child should be cared for by an adult of the same sex. However, this principle may need to be waived where few staff are available.
- Staff will work in partnership with parents/carers to provide continuity of care.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan

7. Procedure:

Saint Jérôme Church of England Bilingual Primary School has a procedure in place for dealing with spillages of bodily fluids to be followed when a child accidentally wets or soils themselves, or is sick whilst on the premises. The same precautions will apply for nappy/pull ups changing as follows: -

- Staff to wear fresh disposable aprons and gloves while changing a child
- Soiled nappies/pull ups securely wrapped and disposed of appropriately
- Changing area/toilet to be left clean
- Caretaking/cleaning staff to be informed
- Hot water soap available to wash hands as soon as changing is done
- Paper towels/hand driers to be available to dry hands

8. Monitoring and review:

The head of school, SENDCO and Welfare officer will monitor the policy as part of its monitoring cycle. If the policy appears to need modification, then they will report its findings and recommendations to the full governing body.

9. Appendices:

Appendix 1: Risk Assessment

Appendix 2: Record of Intimate care intervention for individual child

Appendix 3: Record of unexpected Intimate care intervention (to keep one in Welfare room and one in EYFS)

Appendix 4: Intimate Care Plan

Appendix 5: Toilet Management Plan

Appendix 1: Risk Assessment

Saint Jérôme Church of England Bilingual Primary School Intimate Care Risk Assessment

Child's name: _____

Class: _____

Date of Risk Assessment: _____

	Yes	Notes
Does weight/size/shape of pupil present a risk?		
Does communication present a risk?		
Does comprehension present a risk?		
Is there a history of child protection concerns?		
Are there any medical considerations? Including pain/discomfort?		
Have there ever been any allegations made by the family?		
Does moving and handling present a risk?		
Does behaviour present a risk?		
Is staff capability a risk? (back injury/pregnancy)		
Are there any risks concerning individual capability (pupil)? <ul style="list-style-type: none">• General fragility• Fragile bones• Head control• Epilepsy• Other		
Are there any environmental risks? Heat/cold		

If Yes to any of the above complete a detailed Intimate Care Plan.

Date:.....

Signed:.....

Name:.....

Appendix 2: Record of Intimate care intervention for individual child

Saint Jérôme Church of England Bilingual Primary School Record of Intimate Care Intervention

Child's name: _____

Class: _____

Name of Support Staff Involved: _____

Date	Time	Procedure	Staff signature	Second signature

Appendix 3: Record of unexpected Intimate care intervention (to be kept in Welfare room)

Saint Jérôme Church of England Bilingual Primary School Record of Unexpected Intimate care intervention:

- If a child unexpectedly wets or soils him/herself, the child can clean his/her own private parts with supervision where possible. Where this is not possible it is recorded in the chart below.
- Where the child is able to check his/her injury themselves in private (perhaps in the toilet) and then requires an adult to look at the wound to administer first aid.
- Where the child is not able to check the injury in private by him/herself first.

Staff only give intimate care if it is necessary, ideally with another member of staff in attendance.

Date	Time	Child's Name & Class	Procedure	Staff signature	Second signature

Appendix 4: Intimate Care Plan

Saint Jérôme Church of England Bilingual Primary School

Intimate Care Plan

Child's name: _____

Class: _____

Date: _____

Parent/Carer's comments
Child's comments
SENDCO's notes
Special equipment needed for care
Parents/carers agree to change at the latest possible time before coming to school
Parents/carers provide spare nappies, wet wipes, small nappy sacks and a change of clothes
The terminology for private parts of the body and functions agreed are;
Parents will inform the school of any marks/rashes/ill health
.....will be changed routinely how often?
The school agrees to change..... should they soil themselves or become wet
The minimum number of changes is...
Which members of staff have agreed to give the care?
..... will be changed where?
Used nappies will be tied in a nappy sack which parents will provide. Staff will place the nappy and bag into the yellow sacks
The school has infection control measures
Soiled or wet clothing will not be washed at school but will be tied in a bag and returned to parent/carers at the end of the school day
Changing occasions will be recorded on "The record of Intimate Care Intervention" form
Staff members agree to inform the SENDCO should be distressed or if marks/rashes are seen
Staff will regularly share information about toileting with parent/carers. Are all three methods of sharing with the parent/carers possible?

Relevant cultural practises to be respected are
The school agrees to encourage 's participation in toileting procedures wherever possible
The school will give to explanations of what is happening in a reassuring way
The school will enable..... . to be prepared for and to anticipate events by giving visual clues like giving them a nappy/ pull up to hold
The school views "changing time" as a positive experience (aiming to gradually increase the child's independence and self-worth)

The school agrees to review arrangements, in discussion with parents/ carers, when this is necessary.

We have agreed the procedures to be followed during intimate care at school today.

Signed: _____ Parents/carers Date: _____

Signed: _____ Member of Staff Date: _____

Signed: _____ Child (if appropriate) Date: _____

Appendix 5: Toilet Management Plan

Toilet Management Plan

Child's name: _____

Class: _____

Name of Support Staff Involved: _____

Date of Record: _____

Review Date: _____

Area of need
Equipment required / by whom
Support required / Frequency of Support

Location of suitable toilet facilities			
Working towards independence			
School will	Parents will	Child will	Target achieved

Signed: _____ **Parents/carers** **Date:** _____

Signed: _____ **Member of Staff** **Date:** _____

Signed: _____ **Child (if appropriate)** **Date:** _____