

ST VINCENT DE PAUL CATHOLIC PRIMARY SCHOOL



Intimate and Personal Care Policy

***"We are called to be the hands and face of Jesus, as we learn,
love and grow together."***

Policy Review

This policy will be reviewed in full by the Governing Body no less than every year. The policy was last reviewed and agreed by the Governing Body Autumn 2024

Last reviewed: Summer 2024

Due to be reviewed: Summer 2025

Reviewed by the Safeguarding Committee

Signature

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a series of loops and a long horizontal stroke extending to the right.

Chair of Governors

Ratified at Full Governing Body meeting

Date ratified: 3rd December 2024

1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved
- Ensure that our children are safe, secure and protected from harm.
- The policy provides a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting, continence management and the need to change parts of clothing due to becoming wet/injured etc.
- We encourage children to be as independent as possible with their personal care and treat them as individuals, ensure their right to safety, dignity and privacy is respected, involve and consult them in their personal care as far as we are able and provide consistency of care.

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

It also complies with our funding agreement and articles of association.

3. Role of parents/carers

When joining our school parents will accept that there will be times that intimate care may need to be provided and should let us know then if they wish to withdraw this care. In this instance they will then have to come to support their child within a short, reasonable timeframe that does not cause distress to the child, failure to do so would allow staff to then intervene and provide discrete care for the sake of the child's comfort.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers should work with school and health practitioners to promote toilet training in the early years.

Involve healthcare professionals to support school where a child's needs are identified as needing an intimate care plan.

3.1 Child's refusal

In EYFS if a child refuses to have their nappy changed then staff will initially try and encourage the pupil but failing this the parents will be informed and arrangements would need to be made for them/representative to come to the school to change the child themselves, in order for the child not to be uncomfortable in a soiled nappy.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice or the wishes of the family are unknown, then parents/carers will be contacted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Only employees of the school will engage in intimate care support with children, as identified in their job descriptions.

No other staff members can be required to provide intimate care.

No volunteers or helpers will engage in any intimate care responsibilities.

All staff at the school that carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

When carrying out procedures, the school will provide staff with:

Gloves, aprons, wipes, masks, nappy sacks, a separate bin.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, flushable wipes, nappy bags, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely and discreetly returned to parents/carers at the end of the day.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers, a phone call home would first be attempted. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

School will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the DSL or DDSLs.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by the EYFS lead and SENCO at every review, the policy will be approved by governors.

The policy will be reviewed regularly by all staff as it is being used and suggestions for improvements shared with SENCO, EYFS lead and headteacher.

7. Links with other policies

This policy links to the following policies and procedures:

- Child protection
- Health and safety
- SEND
- Supporting pupils with medical conditions

Appendix 1: Intimate care plan

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. Provided by...	
How procedures will differ if taking place on a trip or outing.	
Additional notes.	
Name of parent or carer.	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
We will ask you if you are happy for us to engage in intimate care.	
Do you mind having a chat when you are being changed or washed?	
Agreement of child:	
Date	

This plan will be reviewed, the timescale for which agreed when it is created.

Next review date:

To be reviewed by:

Appendix 2: Parent/carer consent form

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)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>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).</p> <p>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) within a reasonable time period, so as to not distress the child or leave them in an uncomfortable state.</p> <p>I understand that if the school cannot reach me/my emergency contact, or if I do not appear at the time agreed when contact is made notifying me of a need, then staff will provide intimate care for my child in order to make them comfortable.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

