

EVELYN CP SCHOOL



PERSONAL AND INTIMATE CARE POLICY

This policy and practice currently being implemented reflects the consensus of opinion of the whole staff.

Updated; January 2026

Principles

- The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Safeguarding Children and Safer Recruitment in Education' (2006) to safeguard and promote the welfare of pupils¹ at this school.
- This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.
- The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This Personal and Intimate care policy should be read in conjunction with the schools' policies below:

- Safeguarding policy and Child Protection procedures
- staff Code of Conduct and guidance on Safer Working Practice
- 'Whistle-blowing' and Allegations Management policies
- Health and Safety policy and procedures
- Special Educational Needs policy
- policy for the administration of medicines

The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Personal and Intimate Care Statement of Intent:

Evelyn CP School believes that the intimate care of children cannot be separated from other aspects of their learning and development. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and we believe that all children should be able to access and participate in school. We provide appropriate support for each child on an individual basis.

Aim -

- To safeguard the rights and promote the welfare and dignity of children and young people
- To provide guidance and reassurance to staff whose work includes intimate care
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken account of
- To remove barriers to learning and participation, protect from discrimination, ensure inclusion for all children and young people as pupils

Definition

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body.

'Personal Care' generally carries more positive perceptions than intimate care. Although it may often involve touching another person, the nature of this touching is more socially acceptable, as it is less intimate and usually has the function of helping with personal presentation and hence is regarded as social functioning. These tasks do not invade conventional personal, private or social space to the same extent as intimate care and are certainly more valued as they can lead to positive social outcomes.

Method

We work with parents and children to establish procedures for supporting the children in our school with their personal and intimate care. Where parents wish the school to provide personal or intimate care for their child, they should make a request in writing. They would need to set out the specific needs of their child, stating the reasons for the request. Each request will be considered by the Headteacher and, if the request is granted, protocols and procedures will be put in place.

Where these procedures require specialist training, we seek to provide this for the staff who will be involved in a child's care, ensuring that the child's class staff and at least one other member of staff access the training.

When possible, children are always asked for permission to assist them, and children who want to perform their own care are encouraged to do so with adult support when appropriate.

The member of staff assisting a child who requires this level of care will always ensure that other children are not present. Thus maintaining the child's dignity and respecting their privacy, thereby allowing appropriate social relationships to continue as normal.

As part of the annual consent forms signed by parents, permission to change a child in specific circumstances, is highlighted.

Personal Equipment Provision

Where a child is in nappies, parents/carers will be responsible for ensuring the school has a supply of nappies, wipes and nappy bags. Parents of children who regularly soil themselves will be required to provide a change of clothes in a named bag on a daily basis. Parents will be supported with toilet training by school staff and the school nurse. The school will be responsible for providing gloves, plastic aprons, a bin and liners to dispose of any soiled nappies on site.

Pupils who require regular assistance with intimate care have written Individual Education Plans (IEP), health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Where a care plan or IEP is **not** in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). Nappy changes should not be routine for pupils who are in the setting for 3 hours or less and should be based on the needs and comfort of the child.

It is recommended practice that information on intimate care should be treated as confidential and communicated in person at handover or by telephone.

In relation to record keeping, a written record should be kept in a format agreed by parents and staff every time a child has an invasive medical procedure, e.g. support with catheter usage (see afore-mentioned multi-agency guidance for the management of long term health conditions for children and young people).

Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times. It should be clear who was present in every case. (Appendix 1)

These records will be kept in the intimate care file and available to parents/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.

Staff who provide intimate care are trained in personal care (eg health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practice regarding infection

control, including the requirement to wear disposable gloves and aprons where appropriate.

An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health & Safety guidelines should be adhered to regarding waste products, regular collection of clinical waste is undertaken and the appropriate receptacles must be used. If waste product bags are to go in a nappy bin with liner, then these only need single bagging. Any bagging of clothes etc. should be double bagged.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Agreed January 2012

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