



## **Personal and Intimate Care Policy and Procedures**

Policy agreed June 2018

Review Date June 2019

At Sacred Heart Primary School and particularly in the Early Years we work in partnership with parents to provide care appropriate to the needs of each child. Whilst most children are able to attend to their own personal hygiene requirements, accidents do sometimes happen. We also recognise that children reach developmental milestones at different times. Staff are always on hand to help out and make sure our children are clean, comfortable and able to access the learning environment in an appropriate manner. We want to promote independence in toileting and personal hygiene, however we understand that some children need more help than others to address their needs.

### **Definition**

Intimate or personal care is any task that involves care of an intimate nature. For example helping a child to access toilet facilities; changing nappies or pull-ups; undressing; dressing or necessary cleaning of intimate parts.

### **Aims**

- To ensure all pupils are treated with respect at all times
- To ensure all children feel at ease and comfortable when being helped with intimate care.
- To work in partnership with parents to develop a clear awareness of child's needs and preferences.
- To ensure all needs are met regardless of age, gender, disability or special needs.
- To ensure all staff are aware of personal care and safeguarding procedures.
- To support children in developing the highest level of independence and competence when addressing own self-care needs.

### **Procedures**

- As soon as staff are aware of a concern the child will be helped with intimate care needs.
- All staff to follow good hygiene practices i.e. wear disposable gloves and disposable apron, washing hands appropriately before and after intimate care.
- Staff to encourage the child to carry out as much self-care as possible.
- Staff to tell child they will help and always treat the child with respect, in a discrete manner.
- Child needs will be addressed in the nearest available toilet.
- Children will be changed standing up when possible or lying down on a changing mat when necessary.
- Child to be cleaned front to back to avoid infection.
- Soiled clothing or pull up to be removed.
- Soiled clothing to be double-bagged up to be sent home.
- Soiled nappy or pull up to be double-bagged up and disposed of in the appropriate sanitary bin.
- Child to be dressed in clean clothes from home or spare school clothes if necessary.
- Changing mat to be cleaned appropriately after each use.
- Parents to be informed at pick up time.

## **Child Protection**

- Only qualified school staff with DBS check to attend to intimate care needs.
- Staff member carrying out intimate care will inform other members of staff before helping the child.
- Generally one member of staff will change the child, sensitively overseen by another member of staff, however two members of staff may be needed according to the needs of the child.
- Intimate care will only be carried out with permission of the child.
- If a child becomes distressed and or refuses to be changed the parents will be called and it will be agreed what action should be taken to address the child's needs.
- Parents will be made aware of intimate care procedures.
- Parents will be told at the end of the session if their child has been changed that day.
- A written log will be kept of all personal and intimate care interventions.
- If staff have any concerns about child safety the usual child protection procedures will be followed.

## **Intimate Care Plans**

- Individual care plans will be drawn up for any child requiring regular intimate care.
- Careful consideration will be given to the individual needs of the child.
- Care plans will be drawn up after liaison with parents and other health professionals when necessary.
- Advice will be sought from other agencies as and when necessary.
- Records of intimate care to be kept.
- Changing facilities and children's needs will be assessed before off site trips are planned.

This document sets out our principles and guidelines on supporting intimate care, it should be considered in line with the requirements of the Early Years Foundation Stage 2014; the SEN code of practice; The Children's Act 2004; The Equality Act 2010; the Disability Act 2005 and the DFE guidance on supporting pupils with medical conditions 2014. This document runs alongside school safeguarding and child protection policies, the SEN Policy and the Health and Safety Policy.

# Toilet Management Plan



Child's name: \_\_\_\_\_  
Year group: \_\_\_\_\_  
Date: \_\_\_\_\_  
Review date: \_\_\_\_\_

Needs
Equipment / Resources
Location of Changing Area
Support Required
When Support is Required

## Working Towards Independence

Teacher Will	Parent Will	Child Will	Target Achieved

Signatures  
Parent \_\_\_\_\_

Staff member \_\_\_\_\_

Intimate Care Risk Assessment



Child's name \_\_\_\_\_  
Year group \_\_\_\_\_  
Date \_\_\_\_\_

Does weight of child present a risk?

Are there any moving and handling issues?

Does communication or comprehension cause an issue?

Does behaviour cause a concern?

Are there any medical considerations to take into account?

Are there any child protection concerns?

Any concerns about staff capability? (i.e. bad back / pregnancy etc)

Are there any environmental risks?

If yes to any of the above questions a Care Plan needs to be drawn up.

Date \_\_\_\_\_

Staff member \_\_\_\_\_

Signed \_\_\_\_\_



## Permission Form for Intimate Care

Dear Parent,

We are currently updating our school records. In school, particularly in The Early Years toilet accidents do sometimes happen. If your child or children wets or soils themselves whilst at school it may be necessary for us to change them, get them cleaned up and dressed in dry clothes as quickly as possible. School staff are experienced in carrying out these tasks. We request you give permission for us to change your child or perhaps assist them with their everyday personal hygiene needs as they go to the toilet, until they become more confident. We would be grateful if you could provide a spare set of clothes to keep in school just in case the need arises.

Please fill in the permission slip below and return to school as soon as possible.

For your information our 'Personal and Intimate Care Policy' is available on our website or a copy can be obtained from the office if desired.

If you have any queries or concerns about this matter do not hesitate to speak to a member of the Early Years Team.

Many thanks for your continued help and co-operation,

Mrs Murdy  
Early Years Lead

Name of Child: \_\_\_\_\_

Year Group : \_\_\_\_\_

I give my consent for my child to be changed and cleaned up if they soil themselves.  
I give my permission for staff to assist my child if needed until they become more independent using the toilet.

Name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

