



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

Intimate Personal Care

Date	Review Date	Coordinator	Nominated Governor
June 2023	June 2024	Mr Mike Smith	Personal Development, Behaviour and Welfare Portfolio Holders

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We understand intimate personal care includes 'hands-on physical care in personal hygiene, and physical presence or observation during such activities.' Intimate personal care is any activity such as, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

We have a duty to protect both school personnel and children from the risks of infection (including COVID-19), by providing appropriate Personal Protective Equipment.

We wish to work in close partnership with parents/carers and other professionals to ensure continuity of care for pupils.

We treat every child as an individual treating them gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.

We have a duty to take full account of the religious views and cultural values attached to aspects of intimate personal care with children.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To safeguard the rights of children.
- To safeguard school personnel trained in intimate care procedures.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed school personnel suitably trained in intimate care procedures for children;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for the effective implementation, monitoring and evaluation of this policy.



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- have in place an agreement with parents that deals with the procedure for personal care in school;
- ensure school personnel who provide intimate care are suitably trained to do so, including the safe use and disposal of Personal Protective Equipment.
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- ensure suitable hygiene changing facilities are in place and well maintained;
- ensure essential resources are in good supply
- ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;

Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

Role of School Personnel with Responsibilities for Intimate Care

School personnel will:

- receive training in:
 - safeguarding and child Protection
 - intimate care procedures
 - Safe use of Personal Protective Equipment
- be professional in their duties at all times;
- be respectful of a child's needs;
- preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- be aware of a child's method and level of communication;



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

- make sure practice in intimate care is consistent;
- be aware of their own limitations;
- promote positive self-esteem and body image;
- report any concerns they have about a child;
- report any concerns they have about a colleague's intimate care practice;
- be aware of the danger of allegations being made against them;
- take precautions to avoid risk;
- Ensure that guidelines for the correct use of Personal Protective Equipment are always followed.
- ensure parents sign the intimate care agreement
- be aware of individual intimate care plans for children in their care;
- discuss intimate care arrangements with parents/carers regularly;
- record all arrangements of individual personal care plans;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental Catholic values;
- work in partnership with parents and carers keeping them up to date with their child's progress and behaviour at school.

Nappy Changing and Toilet Training in the Early Years/KSI

Nappy changing and toilet training procedures include:

- Nappy changing undertaken in the KS1 disabled toilets. The classroom toilets may be used when a child is wearing 'pull ups'.
- Trained intimate care staff changes a child's nappy.
- Two members of staff will be present at all times when intimate care takes place.
- Record kept when each nappy is changed and information is shared with parents/carers.
- Children's nappies checked at appropriate intervals by nominated staff.
- Nappy changing resources are supplied by parents and readily available.
- A named bag for each child containing spare clothes/underwear provided by parent.
- Personal Protective Equipment to be used for every Nappy Change/intimate care support [see Appendix]
- Child to be placed on a mat provided by the parent during a nappy change.
- Soiled nappies to be placed in a nappy sack for disposal.
- Any soiled clothes to be sent home in a separate bag.
- All cleaning wipes to be placed in a nappy sack.
- Nappy sack to be securely tied and placed in the appropriate bin for disposal.
- Hands to be washed/gloves changed before dressing child.
- Return child to the classroom.
- Thoroughly clean the nappy changing area using supplied cleaning materials.

Other incidents when intimate care is required



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

Occasionally children may require assistance with intimate care, following toileting 'accidents': The following procedures should be followed:

- Changing undertaken in the most suitable toilets nearest to the classroom, or in the KS 1 disabled toilet if more suitable.
- Two members of staff will be present at all times when intimate care takes place.
- Personal Protective Equipment to be used every time intimate care takes place [see appendix].
- As far as possible, children will manage their own intimate care, but may require support from an adult.
- Record kept when intimate care takes place and parents will be informed.
- Any soiled clothes to be sent home in a separate bag.
- All cleaning wipes to be placed in a nappy sack.
- Nappy sack to be securely tied and placed in the appropriate bin for disposal.
- Hands to be washed before returning to the classroom.
- Return child to the classroom.
- Members of staff will check and clean the area

Role of Parents/Carers

Parents/carers will:

- advise the school of any known intimate care needs relating to their child, by completing the Intimate Care Plan with staff
- be involved with their child's intimate care arrangements on a regular basis;
- inform the school if their child have any marks or rash
- Provide the school with a change mat, spare nappies, nappy bags, wipes, and a change of clothing including underwear.
- Work with the school to toilet train the child when appropriate so that routines are established and followed both at home and school.

Rights of the Child

All children have the right to be treated:

- with sensitivity and respect in such a way that their experience of intimate care is a positive one;
- by professionals suitably trained and assessed to be competent to undertake procedures in intimate care

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

INTIMATE CARE PLAN

Intimate Care Home-School Agreement

All parents are asked to provide spare clothes in a bag regardless whether their child is toilet trained and ensure that a change of clothing **including underwear** is available every day.

Parents are expected to provide a changing mat, a suitable amount of nappies, nappy bags, wipes and any cream needed.

If a child requires cream administering the parent is expected to sign a permission form beforehand.

As a parent. I agree to:

- Ensure that my child is changed at the latest possible time before being brought to school
- Provide the school with a changing mat, spare nappies, nappy bags, wipes and a change of clothing including underwear where necessary
- Work with the school to toilet train my child when appropriate so that routines are established and followed both at home and at school
- Read the Intimate Care Policy so that I understand and agree to the procedures that will be followed when my child is changed at school
- Review the Intimate Care Plan to work towards the best outcomes for my child
- Agree to inform the school should the child have any marks/rash
-

The school agrees to

- Change the child during any session should the child soil themselves or become uncomfortably wet
- Monitor the number of times the child is changed
- Report should the child be distressed, or if marks/rashes are seen
- Review the Intimate Care Plan to work towards the best outcomes for the child

Signed.....

Dated.....



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

Other agencies involved:

Name/Role	Address/Phone/e-mail
Parent/Carer	
GP	
School nurse/Health visitor	
Continence adviser	
Paediatrician	

How we care:

	Details	Action
Working towards independence e.g. taking pupil to toilet at timed intervals, rewards		
Arrangements for nappy changing e.g. who, where, parental support, safeguarding, health and safety		



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

Level of assistance needed/ level of independence promoted e.g. undressing, hand washing, dressing, self-cleaning		
Infection control e.g. wearing gloves, apron, nappy disposal		
Sharing information e.g. nappy rash, infection, family/cultural customs/ medical needs or developments		
Resources needed: e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, underwear,		

Signed.....

Dated..... **Review Date**.....



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

Record of intimate care

Initials of child	Date	Time	Signed	



SACRED HEART CATHOLIC PRIMARY SCHOOL

Love of God, Love of one another, Love of our world, Love of learning

Your child has required intimate care today, which was carried out in line with our Intimate Personal Care policy.

Staff member..... Date.....

Your child has required intimate care today, which was carried out in line with our Intimate Personal Care policy.

Staff member..... Date.....

Your child has required intimate care today, which was carried out in line with our Intimate Personal Care policy.

Staff member..... Date.....

Your child has required intimate care today, which was carried out in line with our Intimate Personal Care policy.

Staff member..... Date.....

Your child has required intimate care today, which was carried out in line with our Intimate Personal Care policy.

Staff member..... Date.....