St Ralph Sherwin
Catholic Multi Academy Trust

INTIMATE AND PERSONAL CARE POLICY

Review Date	Changes Required	Name & Position
09.11.27	N/A	G. Beaumont

Introduction
The Federation of All Saints & St Margaret's Catholic Voluntary Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition
Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care.

Objectives

1. To ensure that children are treated with respect when intimate care is given.
2. To ensure that the intimate care of children must never cause worry, distress humiliation or pain and that everything will be done to avoid embarrassment.
3. Each child's needs will be considered individually.
4. To ensure that the provision of intimate personal care meets fully the requirements of the school's child protection policy.
5. To provide for the needs of children who are incontinent, in line with the Special Educational Needs and Disability Act 2001 as far as is reasonably practicable.
6. To ensure that parents are appropriately involved and where urgent or emergency care is given parents/carers will be contacted at the earliest opportunity.

Key Strategies

1. Where the need for personal intimate care is known in advance the members of staff who provide it will be properly trained to do so and are fully aware of best practice. This will involve two members and staff and will take place in the larger space of the disabled toilet.
2. Children will not be excluded from everyday educational activities solely because of a manageable condition.
3. Before admitting a child who has a continence problem, we will draw up a continence care plan agreed by the school with the parents/carers and colleagues from the appropriate Health Authority. The child will also be consulted, if appropriate, as well as the staff involved in carrying out the care. The plan will include information about when and where the child will be cared for and which members of staff will support and manage the plan.
4. In an emergency any member of staff may be asked to provide personal intimate care and they will be guided by this policy, the Child Protection Policy and any other relevant policy. More than one person should be present to safeguard the interests of both the child and practitioner unless the circumstances require immediate and urgent action and a second person is unavailable.
5. Good practice in providing personal and intimate care will include the following:
- Inform a colleague when a child needs to be taken to the toilet.
- Make a record of each occasion, including time and duration.
- Consideration should be given to providing intimate care to children of the opposite sex and in considering this issue, attention should be paid to the age of the child his/her wishes and feelings, any expressed parental directions along with the wishes and feelings of the member of staff concerned.
- Staff will wash their hands prior to and following the changing procedure.
- Staff will use gloves and a protective plastic apron. Where a child has a care plan, parents will be expected to provide the school with a reserve of clothing. In an emergency the school will provide

appropriate temporary clothing which parents will be expected to wash and return.
• All items needed for changing should be within reach of the changing area.
6. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.
7. Where children have identified special needs that require personal and intimate care, individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.
8. Wherever possible staff should only care intimately for an individual of the same sex (in discussion with parents). However, in certain urgent or emergency circumstances this principle may need to be waived.
9. Where a child with SEN has on-going intimate care needs, arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan.
10. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
11. The school's Child Protection procedures will be adhered to at all times.

Working with Parents
We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is available from parents and prior permission must be obtained from parents before intimate care procedures are undertaken (see Appendix 1). We acknowledge that cultural and diversity influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents. Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. This may include Health Care plans and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents is essential through personal contact, telephone or correspondence. When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see appendix 2). All information concerning intimate care procedures is recorded and stored securely. We also appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. The parents/carers will be contacted confidentially either in person or by telephone. On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

Outcomes
This policy will play an important part in the care of pupils. It will ensure that all pupils are treated at all times with dignity and respect. We are committed to meeting the individual needs of each child and we will take full account their age, special needs disability and gender when providing personal intimate care

Appendix 1 Intimate Care Policy

The Federation of All Saints & St. Margaret's CVA

TOILET TRAINING / CHANGING RECORD
(to be completed after each 'intimate care' activity)

Child's Name			
Date	Time	Comments (what action was taken)	Staff Initials

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Appendix 2 The Federation of All Saints & St Margaret's CVA

Intimate Care Record

		Date
Child's Name		
Child's Class		

Reason for Intimate Care

Actions Taken/By whom

Communication with Parents

Signed **Date**

Member of staff	
Member of SLT	



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Appendix 3 The Federation of All Saints & St. Margaret's CVA

Permission for School to Provide Intimate Care

	Signed	**Date**
Childs name		
Male/Female		
Parent/Carer name		
Address		

Please tick:

☐ I give permission to the school to provide appropriate intimate care support to my child, e.g. changing soiled clothing, washing and toileting.

☐ I will advise the Head teacher of any medical complaint my child may have which affects issues of intimate care.

	Signed	**Date**
Parent/Carer		
Relationship to child		
School staff name		
School staff signed		