



METROPOLITAN BOROUGH OF CALDERDALE

Woodhouse Primary School

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MANAGEMENT AND GOVERNANCE DOCUMENTATION INTIMATE AND PERSONAL CARE POLICY

	Date	Chair of Governors	Headteacher
Adopted	September 2018		
Reviewed	September 2021		
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Reviewed			



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**WOODHOUSE PRIMARY SCHOOL
MANAGEMENT AND GOVERNANCE DOCUMENTATION
INTIMATE AND PERSONAL CARE POLICY – SEPTEMBER 2021**

1. Introduction

This policy is a statement of the aims, principles and strategies for dealing with all matters relating to children with intimate and personal care needs.

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

Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. The school recognises that there is a need to treat all children with respect when intimate care is undertaken. No child should be attended to in a manner which may cause distress or pain.

Curriculum

School delivers a full personal safety curriculum, as part of the RESPECT curriculum, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Our approach to best practice

Pupils

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, sign, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it. As a basic principle, children will be supported to achieve the highest level of autonomy that is possible given their age and abilities; staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves.

Parents/carers

Where pupils require intimate care on a regular basis, parents/carers alongside the class teacher will be involved with their child's care arrangements and a clear account of the agreed arrangements will be recorded in the Individual Health Care Plan and if required, will include a full risk assessment to address issues such as moving and handling, health and personal safety of the child and the carer.

The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation. Each child will have an allocated member of staff on the senior leadership team to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of the care they receive.

Staff

Staff behaviour is open to scrutiny, and staff will work in partnership with parents/carers to provide continuity of care to children wherever possible. Woodhouse Primary School 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.

In Foundation Stage, Key Stages 1 and 2, intimate care may be appropriately delivered by cross gender support (where all parties feel comfortable with that arrangement) and wherever possible, by an adult(s) with whom the child has a good relationship. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many adults might need to be present when a child needs help with intimate care.

Staff who provide intimate care are fully aware of best practice. Where a child has specific medical needs, training will be provided by a specialist or a school nurse. Where necessary, apparatus will be provided to assist with children who need special arrangements, following assessment from physiotherapist/ occupational therapist as required, e.g. hoists and slings. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

Procedure

- Children who need regular intimate care will have an Individual Health Care Plan.
- A signed record will be kept by staff of all intimate and personal care tasks undertaken which will include times completed and any observations noted.
- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled nappies/ pads to be double wrapped, or placed in a hygienic disposal unit
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Hot air dryer and paper towels available for drying hands.

Forward planning needs to be considered re arrangements for day trips and residential visits.

Safeguarding the Child

All staff, including those who provide intimate care to children, have a high awareness of safeguarding issues. School and Local Authority Safeguarding Procedures will be accessible to staff and adhered to. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ Designated Safeguarding Lead. A clear record of the concern will be completed and referred to social services and/or police if necessary.

If a child makes an allegation against a member of staff, the school will follow the procedures set out in the government guidance document "Keeping Children Safe in Education – Allegations of abuse made against teachers and other staff " and the school safeguarding policy.

Appendix 2 Consent for school to provide intimate and personal care

To be completed online

Subject to the conditions laid down in the Woodhouse Primary School's Intimate and Personal Care policy, I give consent to the school to provide appropriate intimate and personal care support to my child e.g. changing soiled clothing, washing and toileting assistance as necessary.

I will advise the headteacher of any medical condition my child may have which affects issues of intimate care.

I understand that the school may initiate an Individual Healthcare plan if my child requires regular intimate and personal care.