



Tuel Lane Infant & Nursery School

POLICY: Intimate Personal Care Policy

REVIEW DATE: Autumn 2020

Rationale

All children have a right to safety, privacy and dignity at all times.

Our pupils are very young and may, at some time, require some help and support with intimate and personal care including toileting, medical care, dressing, undressing and washing. It is essential that intimate and personal needs should be met whilst at the same time allowing the highest standards of safety, privacy, respect and dignity to be maintained. All our children dependent on their abilities, age and maturity will always be encouraged to act as independently as possible.

The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards. Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and policies and be mindful of the needs of the children with whom they work.

Children who require specific, ongoing or frequent help and support with intimate and personal care will have an Intimate/Personal Care Plan which is agreed with parents/carers following advice from health care professionals where appropriate. Plans will be regularly reviewed. Children's views should be actively sought wherever possible.

Procedures

All adults at Tuel Lane will

- Adhere to this policy and to Individual Personal Care Plans as agreed.
- Make other staff aware of intimate and personal care tasks being carried out- tell colleagues what you are doing.
- Explain to the child what is happening. Make sure children are calm and always understand what is happening.
- The adult supporting a child should always be familiar to the child.
- Discuss with line manager, member of the leadership team and parents/carers any variations from the agreed policy or plan and record this.
- Ensure that changes to the agreed individual plans are discussed, agreed and recorded.
- Avoid any visually invasive behaviour.
- Announce their intention of entering toilet areas.
- Encourage appropriate behaviour by children with other children and adults at all times.
- Ensure that children have privacy when using the toilet.
- Use and encourage appropriate language between themselves and children at all times.

Supporting young children with toileting needs.

We will always encourage children to be as independent as possible and in **most** cases staff will assist with any intimate or personal care task by encouraging and supporting and by supplying what is needed e.g. wipes, clean clothes, disposal bags etc so that the child can complete the task on their own.

If an occasion arises when a child is unable to complete their own toileting staff can help by wiping the child and cleaning them if parental permission has been given.

We will ask for parental consent for staff to carry out intimate care tasks at the start of each academic year and make our policy clear to parents in information given out and during induction meetings.

Parents may decide they prefer to be contacted to carry out intimate care themselves. Staff will respect this and contact them if the need arises.

When staff carry out intimate care tasks:

- Staff will let another member of staff know what they are doing.
- They will make sure the child knows what they are doing.
- *If the child is distressed and cannot be calmed or is unwilling to co-operate and let staff help, parents and carers will be contacted immediately and asked to come as soon as they can.*
- Staff will wear disposable aprons and gloves and waste that cannot be flushed away must go into a yellow bag.
- When the child is ready, staff must ensure hands are thoroughly washed and the toilet area is clean, safe and hygienic.
- For safeguarding purposes, only permanent members of school staff are authorized to carry out intimate care tasks and the adult must always be familiar to the child.

All staff will be made aware of this policy through annual health, safety and safeguarding training.

The Headteacher will monitor the policy and report regularly to the Curriculum and Pupil Support Committee of the Governing Body.

It will be reviewed annually with Inclusion Policies and Guidance.

Appendix 1 – Personal Care Plan form

Tuel Lane Infants

Intimate/Personal Care Plan

Child's Name	Date:
Main areas of need: <ul style="list-style-type: none">•••	
Toileting plan:	
Dressing/undressing plan:	
Medical plan:	
This plan was written by	
Signed by: Parents/carers:	
School staff:	
Education/Health care professionals:	
Date.....	Date of review.....