

Burton CE Primary School



Intimate Personal Care Policy

Reviewed (date)	Sept 2024
Reviewed by (name)	Sarah Edmunds
Approved by Governors (if applicable)	
Review due (date)	Sept 2027

Intimate Personal Care Policy

Introduction

This is our policy for how we will manage intimate personal care for pupils who need it. It has been developed to safeguard children and staff and it applies to everyone involved in the intimate personal care of children.

Intimate personal care is any care which involves washing, touching or carrying out a procedure to private parts of the body. It might include help or guidance with washing, toileting, dressing, continence care or menstrual management.

General Principles

The Governing Body and Senior Leaders are committed to ensuring that all staff responsible for the intimate personal care of pupils undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust. This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate personal care needs is one aspect of safeguarding.

The school recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against. Our policy and practices relating to providing intimate personal care take into account the principles within the most up to date versions of: Keeping Children Safe in Education, Working Together to Safeguard Children, DfE guidance, supporting pupils in school with medical conditions and the Pan Dorset document: Multi-Agency guidance for the management of long term health conditions for children and young people.

The child's welfare is of paramount importance and their experience of intimate personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain. We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate personal care is given.

Adults who assist pupils with intimate personal care will be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks. No member of staff will carry a mobile phone, camera or similar device whilst providing intimate personal care. (See school policy regarding mobile phones).

Child Focused Principles of Intimate Personal Care

The following are the fundamental principles upon which this Policy and guidelines are based:

Every child/young person has the right to:

- be safe.
- personal privacy.
- be treated as an individual.
- be treated with dignity and respect.

- to be involved and consulted and have their views taken into account in their own intimate personal care, appropriate to age/ability.
- have levels of intimate personal care that are as consistent as possible.
- have their religious views, beliefs and cultural values taken into account when planning for and providing intimate personal care. In particular where this would affect the gender of the adult providing the intimate personal care.

There must be careful communication with each pupil who needs help with intimate personal care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding, permission should be sought before starting an intimate procedure.

Where possible and appropriate, children should be supported and encouraged to develop their independence with personal hygiene, thereby reducing the need for staff to provide intimate personal care over time.

Intimate Personal Care Plans

Where children with complex and/or long term health conditions have an individual health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate personal care policy. Children who need regular intimate personal care will have a Healthcare plan which details the provision of intimate personal care. The school will liaise with external agencies in the planning of intimate personal care provision which might include referring to the school nursing team, GP and other medical professionals.

A Healthcare Plan is a written document that explains what will be done, when and by whom. It will be written with input from the child (where possible), parents/carers, school staff and other professionals, such as a school nurse or physiotherapist. Any historical concerns (such as past abuse) will be taken into account. The child's right to privacy and modesty will be respected. In writing the plan the school will take into account safer working practice and make sure our processes are transparent. The plan will be reviewed as necessary, but at least annually. (See also policy - Supporting pupils at school with medical conditions and managing medicines.)

Staff undertaking intimate personal care must be given appropriate training. Training could come from a health professional, parent or senior member of staff. Training must always come from the most knowledgeable person about the child's condition and needs. Training needs will be regularly reviewed but must be done as part of the Healthcare Plan review at least annually.

Steps To Take When Providing Intimate Personal Care

- A minimum of two members of staff must be present when they are going to assist a pupil with intimate personal care. At least one of the adults should be a member of staff who knows the child well. A volunteer or student should never be asked to assist.
- Whenever possible staff should leave a door ajar when carrying out personal care; however, where this would compromise the dignity and privacy of the child it would be appropriate to fully close doors.

- Where possible and appropriate, children should be supported and encouraged to clean themselves.
- Best practice regarding infection control, including the requirement to wear disposable gloves etc. is to be followed at all times.
- Health & Safety guidelines should be adhered to regarding waste products. If necessary, advice should be taken regarding disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.
- Where a Healthcare Plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate personal care needs (e.g. has had an 'accident' and wet or soiled him/herself). The school will treat such information as confidential and find the most discreet method of sharing the incident and care provided with the parent.

Record Keeping and Child Protection

The school uses CPOMS to securely record the chronology of child related incidents, including the provision of Intimate Personal Care.

For children who receive personal care but who do not have a Healthcare Plan, a written record on CPOMS should be made. This record should be brief but will include date, time and who was present plus any comments, such as changes in the child's behaviour or any obvious injuries or bruises. Any safeguarding concerns will be reported to the Designated Safeguarding Lead (DSL) or Deputy DSL and recorded on CPOMS.

In Early Years, where toilet accidents are more common, these are recorded in an intimate care book which is kept securely and the adults who responded are recorded. These incidents would only be reported on CPOMS where there were concerns.

If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the Designated Safeguarding Lead. The matter will be investigated at an appropriate level (usually the Headteacher) and outcomes recorded. If the concern is about the Headteacher then it should be reported to the Chair of Governors by the member of staff concerned (in line with the Whistle-Blowing Policy).

Similarly, if a pupil, or any other person, makes an allegation against an adult working at the school, this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Head of School) who will consult the Local Authority Designated Officer in accordance with the school's Whistle-Blowing Policy.

If allegations are deemed as a low-level concern these will be recorded by the Headteacher and the record will be kept confidentially in the staff members HR file. This procedure is detailed in the school's Child Protection Policy.

Physiotherapy

School staff may be asked to undertake a physiotherapy regime (such as assisting children with exercises). School staff must only do this once the technique has been demonstrated by a physiotherapist and written guidance has been provided. The physiotherapist will observe the member of staff undertaking the exercises. These will be recorded in the child's support plan and reviewed regularly. Any concerns about the regime or any failure in

equipment will be reported to the physiotherapist. School staff will not devise and carry out their own exercises or physiotherapy programmes.

Medical Procedures

Some children might need help with medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers and documented in the child's Individual Healthcare Plan. They will only be carried out by staff who have been trained. Staff will follow infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid will be trained in accordance with Local Authority guidance. If a child needs examining in an emergency aid situation, it is best to have another adult present, whilst respecting the child's privacy and dignity.

Massage / calming touch

Massage can be used with pupils who have complex needs to develop sensory awareness, tolerance to touch or to help them relax.

Massage or touch used to calm or regulate which is undertaken in school will only cover the hands, feet, shoulders, back or head with the child's consent in order to safeguard both children and adults. Parents will be informed by the class teacher that this is a strategy that we are using in school.

This intimate personal care policy should be read in conjunction with the schools' policies as below:

- Child Protection & Safeguarding
- Staff and Volunteer Code of Conduct
- 'Whistle-blowing'
- Health and Safety
- Supporting Pupils at School with Medical Needs