

Personal and Intimate Care Policy

Thorpe Hesley LGB: 15/4/2021

To be reviewed: as required

Setting the climate for Personal and Intimate Care

At Thorpe Hesley Primary School we recognise the principles of Every Child Matters and will :

- Take young people's wishes into account as far as are possible in meeting their needs.
- Acknowledge the vulnerability of young people with physical, learning, sensory, emotional and behavioural difficulties.
- Respect the rights of children together with their need for support and assistance.
- Respect and ensure privacy, appropriate to the child / young person's age and situation.
- Allow the children to assist / care for themselves as far as possible.
- Encourage the children to have a positive image of their own bodies.
- Develop childrens' skills in recognising and understanding appropriate and inappropriate intimate behaviour, and the importance of keeping themselves safe.
- Take into account age, ability, gender, religious and cultural issues.
- Provide care at the point of need and avoid undue delay.
- Use appropriate language for parts of the body and bodily functions.

Guidance to staff

When providing, assisting or supervising individual students with intimate care, staff should, wherever possible ensure that they are within potential sight / hearing of others. Other members of staff may support those providing, supervising or assisting with toileting without being directly involved themselves.

No child should be made to feel at fault because of their toileting needs that are as a result of a medical condition or their special educational needs. Staff should reassure children that they are 'not in trouble' and that they are there to help.

Staff must conduct themselves in a professional manner at all times and respect the privacy of personal and intimate care situations. They should refrain from discussing these situations unnecessarily with other staff, although some communication about individual children's needs and abilities will be needed to ensure that staff can provide appropriate support.

Personal and intimate care will be provided for children including consideration of staffing requirements (gender, number etc.), timing, children and parent wishes, safe manual handling requirements, advice from therapists and medical staff, and training requirements.



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Staff must take every precaution to protect themselves from the risk of infections. Protective gloves and aprons must be worn whenever direct intervention is required. *Particularly in respect of the covid pandemic 2020-21- See Covid Risk Assessment. Soiled clothing should be placed in the appropriate bag and sent home. Sanitary waste must be disposed of properly in the Hygiene Bins. Changing beds must be sprayed with Sanitizer after each use and staff must change their gloves and aprons and wash and dry their hands thoroughly after each and every procedure.

Staff should use personal and intimate care situations to teach children about the importance of hygiene and privacy.

Staff should talk to children throughout intimate procedures using appropriate levels of language in order to explain what they are doing and the reasons, in line with Personal Care training provided by Thorpe Hesley Primary School.

All non-routine incidents of provision, supervision and assistance with intimate care must be recorded and parents / carers should be informed.

When performing personal and intimate care procedures, staff should feel supported by the school management and receive adequate training in relation to health and safety, manual handling and safeguarding. Identified staff should also receive training for very specific intimate care procedures where relevant.

When on educational visits out of school, staff must ensure that the personal and intimate care needs of children are considered at the planning stage. Every effort must be made to ensure that children's care needs do not exclude them from trips and visits. This may require aspects of the trip to be modified, extra staffing arranged, changing equipment to be carried and preliminary visits to be undertaken. It is the responsibility of the group leader to make sure that these needs have been met in line with this policy.

Conclusion

Matters of personal and intimate care are often considered embarrassing, unpleasant and potentially risky situations. Some of our children will need help with their personal hygiene and toileting during school time; others will need routine personal and intimate care to some degree. It is our duty as professionals to accommodate all their needs and treat them with understanding and respect on such occasions. We should do this with the minimum of disruption and with the cooperation of parents / carers in order to ensure the safety and wellbeing of both staff and children.



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Changing Plan

Name of Child:

Date of Birth:

Date Set:

Review Dates:

Resources to be provided parents:

Nappies, Nappy bags, baby wipes and change of clothes and pumps/trainers.

Resources to be provided by School:

Changing mat, disinfectant wipes, gloves, aprons and disposal unit (in the disabled toilet)

Wet Routine:

1. One member of staff to take child to the yellow class toilet area.
2. Adult to wear gloves and disposable apron.
3. Child to stand to be changed and encouraged to independently clean and change self if possible.
4. Disposal of waste into a nappy bag and put in the disposal unit in the disabled toilet as soon as possible.
5. Log the time, date and name of the child.

Soiled Routine:

1. One member of staff to take child to the yellow class toilet area.
2. Adult to wear gloves and disposable apron.
3. Child to be laid to be changed on changing mat in the yellow unit toileting area.
4. Nappies and baby wipes provided by parents to be used to prevent allergic reactions.
5. Disposal of waste into a nappy bag and put in the disposal unit in the disabled toilet as soon as possible.
6. Log the time, date and name of the child.

In the event of the child being soiled, to the point that they need to have a shower, parents will be contacted to review the next steps.

By signing the plan, parents are agreeing to allow school to use generic products should the supply from home not be available.

Parental signature:

Date:

Head Teacher signature:

Date: