



St Jude's Church of England Primary School

Personal, Intimate and Self Care Policy (inclusive of EYFS)

Our children
Our St Jude's family
Happy – Inspired – Loved
The sky is not the limit
Ready for today - prepared for tomorrow

St Jude's C E Primary School is committed to ensuring that all staff responsible for the personal and intimate care of children will undertake their duties in a professional manner at all times. St Jude's recognises that there is a need to treat all children with respect when personal and intimate care is given. All children will be attended to in a way to minimise distress or pain.

The management of all children with personal and intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare, including their dignity, is of paramount importance.

This policy has been developed to safeguard children and staff. It applies to everyone involved in the personal and intimate care of children.

Definition of Personal and Intimate Care

Personal and Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of rectal medication.

In most cases, personal and intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure.

Aims

The aims of this document and associated guidance are;

- To provide guidance and reassurance to staff
- To safeguard the dignity, rights and well-being of children
- To assure parents/carers that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account
- To inform parents/carers of possible intimate and personal care

Procedures

In St Jude's we have an expectation that children will:

- ✓ Know when they need to go to the toilet.
- ✓ Know how to use the toilet for themselves.
- ✓ Be reasonably effective at cleaning themselves after using the toilet.
- ✓ Children can use the toilets whenever they have the need to and are encouraged to be independent.

- ✓ Children are reminded at regular times to go to the toilet- e.g. after fruit break, before and after lunch, before leaving the building.
- ✓ Children are encouraged to wash their hands and have soap and paper towels to hand.
- ✓ Children are not be left in soiled or wet pants or clothes as the school has a 'duty of care' towards children's needs and this could be interpreted as neglect.
- ✓ All staff are familiar with the hygiene procedures and carry them out when changing children.

However, we recognise that children develop at different rates.

- Some children will be engaged in fully developing this aspect of their self-care when they start school.
- Some children will not have had the practice that they need to use the facilities available: this could include culturally different expectations of self-care.
- Some children may start wetting or soiling themselves after they start school during the settling-in period. In these circumstances, the child's key person communicates sensitively with parents to determine if this is a temporary set-back (anxiety, arrival of new sibling, illness).
- Some children will come to school with ongoing/specific physical or medical issues such as urinary tract infections or soiling difficulties. If the child requires a medical care plan, Local Authority policies on child protection and managing children's needs will be consulted.

Sensitivity and Respect

The child should be spoken to by name and given explanations of what is happening. Privacy appropriate to the child's age and situation should be provided.

The child should be encouraged to care for themselves as much as possible. Items of good quality, appropriately sized spare clothing should be readily available. Adults should be aware and responsive to the child's reactions.

Some children refuse or are very reluctant for an adult outside of the family to care for them. In these circumstances special arrangements can be made for a family member to come in.

The dignity of the child must be respected and so as much as can be kept confidential between child, school and parent is kept confidential.

Safeguarding Children and Adults

Any person caring for children has a common law duty of care to act like any prudent parent. Staff ensure that children are healthy and safe at all times. Adults dealing with personal and intimate care of a child will be employees of the school and will have undergone regulatory employment checks in accordance with Government and Safeguarding requirements.

All staff are aware of the school's protocol and procedures.

All staff have received appropriate training and will receive support where necessary.

All toileting incidents must be reported to parents/carers. The minimum information to be kept is the date and time, the name of the child, the adult(s) in attendance, the nature of the incident, the action taken and any concerns or issues. The parents are informed as soon as possible and staff should have the opportunity to raise any concerns or issues.

Leaving a child in soiled or wet clothing for any length of time, even if waiting for the arrival of a parent or carer, could be interpreted as a form of abuse.

Health and Safety

In the case of a child accidentally wetting, soiling or being sick whilst on the premises:

- ✓ Staff should wear disposable gloves and aprons to deal with the incident.

- ✓ We provide flushable wipes and encourage the child to use them and to wash the private parts of their body.
- ✓ Soiled clothing is double bagged and tied.
- ✓ Hot water and soap should be available to wash hands as soon as the task is completed.

Working with Parents

Partnership with parents is necessary in relation to children needing personal and intimate care. Much of the information required to make the process of personal and intimate care as comfortable as possible is available from parents, including knowledge and understanding of any religious/cultural sensitivities. Prior permission is obtained from parents before personal and intimate care procedures are carried out.

Parents will be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with SEN PLPs; Education Health Care Plans (EHCPs) and any other plans that identify the support of personal and intimate care.

Exchanging information with parents is essential through personal contact, telephone or correspondence. This information will be recorded in a pupil's pastoral file, however information concerning personal and intimate care procedures will not be recorded in home/school communication books as it may contain confidential information that could be accessed by people other than the parent and staff member.

Care Plan

Where a routine procedure is required, a personal and intimate care plan will be agreed in discussion with the child, school staff, parents and relevant health personnel. The plan will be signed by all who contribute and reviewed on an agreed basis.

In developing the plan the following will be considered;

a) Whole School implications

- The importance of working towards independence
- Arrangements for events outside the normal school day e.g. sports day, school performances, school trips, swimming, etc.
- Who will substitute in the absence of the appointed person.
- Strategies for dealing with pressure from peers .e.g. teasing/bullying particularly if the child has an odour

b) Classroom management

- A system for the child to leave class without disruption to the lesson
- Avoidance of missing the same lesson all year due to medical routines
- Awareness of a child's discomfort which may affect learning
- Implications for PE e.g. discreet clothing, additional time for changing

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons will be clearly documented.

Wherever possible a child will not be cared for by the same adult at all times; personal and intimate care will be shared by two workers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should only provide personal and intimate care for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys, as no male staff are available.

Personal and intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

All plans will be clearly recorded to ensure clarity of expectation, roles and responsibilities. They will reflect all methods of communication including emergency procedures between home, school and the medical service.

A procedure will also be included to explain how concerns arising from the intimate care process will be dealt with.

Links with other agencies

Positive links with other agencies will enable school based plans to take account of the knowledge, skills and expertise of other professionals and will ensure the child's well-being and development remains paramount.

Recruitment

- Recruitment and selection of candidates for posts involving personal and intimate care will be made following the usual DBS checks, equal opportunities and employment rights legislation as per Recruitment Policy.
- Candidates will be made fully aware of what will be required and detailed in their job description before accepting the post.
- Enquires will be made into any restrictions the candidates may have which will impede their ability to carry out the tasks involved. This will enable us to identify and provide necessary support and adjustments that are practical.
- Trained staff should be available to substitute and undertake specific personal and intimate care tasks in the absence of the appointed person.
- Personal and intimate care will only be provided by those who have specifically indicated a willingness to do so, either as part of their agreed job description or other arrangements.

Staff Development

- Staff will have safeguarding training annually to remind them what to do if they have concerns about a child and to develop an understanding of the signs and indicators of abuse and know the procedures of how to respond to a child who may disclose abuse.
- Staff will be trained in the specific types of personal and intimate care that they carry out and fully understand the personal and intimate care policy and guidelines within the context of their work.

Environmental

When children need personal and intimate care facilities, reasonable adjustments will be made, however we do not have any specialist equipment.

We will provide:

- Facilities with hot & cold running water.
- Protective clothing including disposable protective gloves.
- Wet wipes.

- Labelled bins for the disposal of wet & soiled nappies/pads (soiled items being 'double bagged' before being placed in bin).
- Waste for incineration (e.g. needles, catheters etc) .
- Supplies of suitable cleaning materials; anti-bacterial spray, sterilizing fluid and deodorizers .

Supplies of appropriate clean clothing and disposal bags to be provided by parent/carer.

Safeguarding

The following are factors that can increase a child's vulnerability;

- Children who need help with personal and intimate care are statistically more vulnerable to exploitation and abuse.
- Children with disabilities may have less control over their lives than others which could increase their vulnerability.
- Children do not always receive sex and relationship education and may therefore be less able to recognise abuse.
- Children may experience multiple carers.
- Children may not be able to distinguish between intimate care and abuse.
- Children may not be able to communicate.
- Children will be encouraged to recognise and challenge inappropriate assistance and behaviour.
- All staff are familiar with the school's Safeguarding and Child Protection Policy and procedures.

Allegations of Abuse

Staff working in intimate situations with children can feel particularly vulnerable. The School policy can help to reassure both staff involved and the parents of vulnerable children.

Where there is an allegation of abuse, the School's Dealing with Allegations Against Staff procedures, based on the statutory guidelines taken from 'Working Together to keep Children Safe in Education' will be followed.

Policy History

Date Reviewed by governors	May 2023
Next Review	May 2026

This policy has been agreed by the governing body of St Jude's School and supersedes all previous policies relating to this area.

Chair of Governors: Geraldine Obrien

Signed:

Date:

Signed copy in school.

Appendix 1

Permission for School to Provide Intimate Care

<i>Child's First Name</i>	
<i>Child's Last Name</i>	
<i>Gender</i>	
<i>Date of Birth</i>	
<i>Parent/ Carers Name</i>	
<i>Address</i>	

I understand that;

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 Headteacher of any medical complaint my child may have which affects issues of intimate care.

Name.....

Signature.....

Relationship to child.....

Date.....

Appendix 2

Intimate Care Plan

Child's name:	
Class:	
Date of Birth:	
Medical diagnosis or condition:	
Date:	
Review date:	

Family contact information

Name:	
Phone (home):	
Phone (work):	
Phone (mobile):	

Clinic/Hospital contact information

Name:	
Phone number:	
GP:	

Describe daily intimate care needs and give details of child's symptoms

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Requirements at times other than the normal school day

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Named person(s) for intimate care and alternative in case of staff absence

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Who is responsible in an emergency? Who should be contacted?

Those involved in plan:

Child _____

Parent _____

SLT _____

Teaching assistants _____

Other _____

Date _____