



**'At Yealmpstone Farm Primary School we promote equality between all people
recognising the Equality Act 2010'**

Personal & Intimate Care

Introduction

Yealmpstone Farm Primary School is committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff work in partnership with parents/carers to provide continuity of care.

All children have a right to safety, privacy and dignity and are entitled to respect and privacy at all times. Occasionally a child requires some help and support with intimate and personal care including toileting, medical care, feeding, drinking, dressing, undressing and washing.

Very occasionally a child is completely dependent on adults for all aspects of their intimate and personal care. Nonetheless, 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 children dependent on their abilities, age and maturity will 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 help and support with intimate and personal care must have an Intimate/Personal Care Plan which is agreed with parents/carers and regularly reviewed. Children's views should be actively sought wherever possible.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases, such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures, only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam)

Our Approach to Best Practice

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

Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

The child 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 him/ herself as they are able. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted. An additional adult, if possible, should be available to assist and support if required.

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

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal 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.

Procedures

All staff at Yealmpstone Farm Primary school will:

- Adhere to this policy and to Individual Personal Care Plans.
- Sign the care record if they are involved with any form of basic or intimate care.
- Make other staff aware of intimate and personal care tasks being undertaken.
- Explain to the child what is happening.
- Discuss with the Headteacher, Assistant Headteacher or SENCo and parents/carers any

variations from the agreed policy or plan and record this and ensure that changes to the agreed individual plans are discussed, agreed and recorded.

- Avoid any unnecessary physical contact when children are in a state of undress.
- Avoid any visually invasive behaviour.
- Announce their intention of entering changing rooms e.g. at the swimming baths, toilet areas.
- Encourage appropriate behaviour by children with other children and adults at all times.
- Behave appropriately with children at all times.
- Ensure that toilet doors are closed when children are using these facilities.
- Use and encourage appropriate language between themselves and children at all times.

Adults at Yealmpstone Farm Primary School will not:

- Change in the same place as children.
- Shower or bathe with children.
- Assist with any intimate or personal care task which a child can undertake by themselves
- Engage in inappropriate physical behaviour with children.

Appendix 1- Personal Care Plan Template

Appendix 2- Risk Assessment Template

Appendix 3- Record of Intimate Care Intervention Template

Appendix 4- Permission for Yealmpstone Farm Primary to provide intimate care Template

Appendix 1

YEALMPSTONE FARM PRIMARY SCHOOL
Intimate/Personal Care Plan

Name:	Year Group:
Date of birth:	Class Teacher:
UPN:	SEND, CoP area of need (if applicable):
Date plan was written:	Plan written by:

<p>Main areas of need:</p> <ul style="list-style-type: none"> • ... • ... • ... • ...
<p>Who will provide the care (name and position):</p> <ul style="list-style-type: none"> • ... • ... • ... • ...
<p>How is the child going to indicate who they want to assist in their care, when they need assistance and if they need assistance and if they have any dislikes relating to their intimate care?</p>
<p>Where will the care be provided?</p>
<p>What equipment will the child need and who is responsible for providing it?</p>
<p>What is the child able to do for themselves?</p>
<p>The child's views were sought for this plan on :</p>

Signed (Headteacher): _____	Date: _____
Signed (Class teacher/s): _____	Date: _____
_____	Date: _____
Signed (Support Staff): _____	Date: _____
_____	_____

Date:



Appendix 2

Risk Assessment

Child's name: _____

Name of School: _____

Date of individual risk assessment: _____

	<u>Yes</u>	<u>Notes</u>
1. Does weight/size/shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations? Including pain/discomfort?		
6. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury/pregnancy)		
10. Are there any risks concerning individual capability (Pupil) General Fragility Fragile bones Head control Epilepsy Other		
11. Are there any environmental risks? Heat/Cold		

If Yes to any of the above complete an individual intimate care plan.

Date: _____

Signed: _____

Name: _____



Permission for Yealmpstone Farm Primary School to provide personal/intimate care.

Child's Full Name:	
Male/Female:	
Date of birth:	
Parent/Carer's Full Name:	
Address:	

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.

Signed _____

Full name _____

Relationship to child _____

Date _____