



Personal and Intimate Care Policy

This Personal and Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed.

At Brookwood Primary School we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development. We believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene or children who need assistance through medical requirements. We recognise the 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.

Aim

- ❖ To safeguard the rights and promote the welfare of children and young people.
- ❖ To provide guidance and reassurance to staff whose duties may include intimate care.
- ❖ To assure parents and carers that staff are knowledgeable about personal care and that their individual needs and concerns are taken into consideration.
- ❖ To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

Definition of Personal and Intimate Care

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

Personal care may often involve touching another person but it is less intimate and usually has the function of helping with personal presentation. An example may be helping a child to change for PE or adjusting a child's hair fixing. These tasks do not invade conventional personal, private or social space to the same extent as intimate care.

Working with Parents

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is available from parents. Any long term intimate care procedures will be discussed with parents, however, we will step in where appropriate, for example if a child accidentally soils themselves. Parents are encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. This may include Health Care plans and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents is essential through personal contact, telephone or correspondence and the precise nature of this communication will be agreed with parents on a case-by-case basis.

Our approach to Best Practice

For children who require long term assistance individual intimate care plans are drawn up for particular children as appropriate to suit the circumstances of the child. The child who requires intimate care is treated with respect at all times; we recognise that the child's welfare and dignity is of paramount importance. We will work with parents and children to establish a preferred procedure for supporting the children in our care with their personal and intimate needs. Where these procedures may require specialist training we will seek out

training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.

Where possible the child's key-person is responsible for undertaking the care of an individual child. When this is not possible a staff member who is known to the child will take on that responsibility. The staff member who is involved will always ask the child for permission to assist them. 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 themselves as they can.

Children will be cared for with dignity and respect for their privacy. Two adults will be present; one to undertake the intimate care and one to ensure the safeguarding of both child and adult. However, it may be that only one adult will assist the child.

The Protection of Children

Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Safeguard Lead (DSL) or Head teacher and record on CPOMS.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Allegations of abuse

Personnel working in intimate situations with children can feel particularly vulnerable. This School policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

School Recording and Informing Parents

When any 'intimate care' is carried out, it will be recorded by staff onto CPOMS under 'Intermate Care' category and parents informed.

The Personal and Intermate Care Policy should be read in conjunction with:

- **Child Protection and Safeguarding Policy**
- **SEND Policy**
- **Supporting Pupils with Medical Needs Policy**
- **Administering Medicines Policy**
- **BET Whistleblowing Policy**
- **BET Code of Conduct**
- **BET Health, Safety and Welfare Policy**
- **Surrey County Council Moving and Handling People – Guidance note**

Nominated member of staff	Designated Safeguarding Lead
DSL	Amy Swan
Review Cycle	3 years
Reviewed by	SLT
Reviewed Date	Autumn 2022
Next Review	Autumn 2025