Park View Primary
Personal & Intimate Care Policy

The Keep Learning Trust

Creating Chances and Choices

Date of review:	November 2025
Approved by:	Headteacher
Next review date:	November 2026

Introduction

At Park View Primary School, we are committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. No child is excluded from our school that, for whatever reason, may not be toilet trained and we also work with parents/carers to support toilet training where necessary.

Aims

- To ensure that the school works in partnerships with parents to ensure that they fully understand the school's policies and procedures when dealing with intimate care.
- To ensure that the provision of intimate personal care fully meets the needs of the school's child protection policy.
- To ensure that the intimate care of children is done in a sympathetic manor and children are treated with respect.
- To consider every child's needs individually, taking full account of their age, special needs, disability and gender ensuring everything will be done to avoid embarrassment.
- The Intimate Care Policy and Guidelines applies to everyone involved in the intimate care of children.
- These guidelines should be read in conjunction with other policies a school may hold, for example:
- Safeguarding Policy
- Health & Safety Policy
- Moving and Handling Policy

Rationale

In school we are committed to ensuring that all staff responsible for the intimate care of children always undertake their duties in a professional manner. We recognise that there is a need to treat children with respect when engaged in any form of intimate care. The child's welfare and dignity are paramount, at all times.

Definition

'Intimate care' is defined as any involvement that requires touching or the carrying out of invasive procedures to support the personal care needs of the child. Where possible children will carry out these tasks independently; however, for a small number of pupils, especially those with a physical/learning disability or those with medical needs, intimate care support may be required on either a regular or intermittent basis in order to address need.

Principles of Intimate Care

The following are the fundamental principles upon which this policy and guidelines are based We believe that every child has the right to:

- Be kept safe.
- Personal privacy.
- Be valued as an individual.
- Involvement in their own intimate care.
- Be treated with dignity and respect.
- Express their views on their own intimate care and to have their views considered.
- Privacy and a professional approach from all staff that meets their needs.
- Be accepted for who they are, without regard to age, gender, ability, race.

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.

Responsibilities

The delivery of intimate care should be undertaken by professionally qualified staff and governed by their professional code of conduct. Staff must support the child in the achievement of the highest level of autonomy that is possible, given their age and ability. Where necessary, individual care plans will be drawn up for individual children. Senior leaders ensure that all staff undertaking the intimate care of children are familiar with and understand the 'Intimate Care' policy and guidelines. If a staff member has concerns about a colleague's intimate care practice, they must report this to the 'Designated Person.'

Whilst toileting, intimate care procedures may be carried out by one member of staff (2 where appropriate). Staff will record within an intimate care log.

Facilities

All staff involved with intimate care should use the following facilities, as appropriate:

- protective clothing and disposable gloves.
- labelled bins/waste bins.

Key Procedures

- Staff will encourage each child to do as much as they can for themselves e.g. giving the child responsibility for washing themselves. Staff will develop, where possible, greater independence in the pupil with the procedure of personal care.
- The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- The school's Child Protection procedures will be adhered to at all times.

- Ensure that parents of a child who is in need of continence support are aware of or are given information about local services.

Park View Primary School will:

- Ask parents to sign a personal care plan allowing staff to change and clean their child.
- Maintain open communication between parents and staff so that issues regarding children's personal care can be readily discussed.
- Ask for information about a child's progress in the area of personal care and plan with parents and carers to ensure the needs of the child are met appropriately.
- Encourage consistency of expectation and approach to personal care within the school and home.

Staff Guidelines

- Staff should wear disposable rubber gloves and an apron where appropriate. These should be put on before changing starts and the area is prepared.
- The changing mat/bed must be wiped with antibacterial spray before and after each use. Children should be encouraged to get themselves ready during this time, e.g. they may unfasten their shoes.
- Children should be encouraged to wash their hands, using the soap dispensers and dry them with the paper towels.
- Staff should ensure that sensitive information about a pupil is only shared with those who need to know, such as parents and members of staff specifically involved with the child.
- Staff should be aware of the set procedures in the Safeguarding Policy and Health & Safety Policy.
- Staff should ensure that they know who to ask for advice if they are unsure or uncomfortable about a particular situation.
- Staff identify and use a communication system that the child is most comfortable with.
- Staff to communicate with and involve the child in the personal care process.

Child Protection

There is no legal requirement for two adults to be present and such a requirement might be impractical. The normal process of changing a child who has had an accident should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure abuse does not take place.

If there is a known risk of false allegations by a child then a single practitioner should not undertake changing. Personal and intimate care of children with special needs and/or disabilities will be undertaken with sensitivity, the need to protect staff and in accordance with the needs and wishes of the child and parent/carer wherever practicable.

Health and safety

We ensure the health and safety of staff and children through:

- Wearing single-use disposable gloves and aprons, where appropriate.
- Hand-washing procedures.
- Staff informing a colleague when leaving the room to support a child who requires changing.
- Safe disposal of waste, disposable nappies and gloves.
- Cleaning any soiled areas in the classroom after a toileting accident.

Pupil voice

- To ensure effective communication with the child, staff should ascertain the agreed method of communication (words, signs, signals).
- Allow the child, subject to their age and understanding, to express a preference regarding the sequence of care.
- Every attempt should be made to determine the child's wishes.
- Where there is any doubt that a child is able to make an informed choice on these issues, the child's parents are usually in the best position to act as advocates.