

## **Copeland Road Primary School Intimate and Personal Care Policy**

### **Rationale**

All children have a right to safety, privacy and dignity and are entitled to respect and privacy at all times.

The issue of intimate care is a sensitive one and requires all staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues.

All staff are committed to ensuring that the intimate care of children will be undertaken in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given.

Occasionally a child who attends our school requires some help and support with intimate and personal care including toileting, medical care, feeding, drinking, dressing, undressing and washing. It is also possible that a child may be in school who is completely dependent on adults for all aspects of their intimate and personal care. 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 regular specific help and support with intimate and personal care must have an Intimate/Personal Care Plan which is agreed with parents/carers and be regularly reviewed. Children's views should be actively sought wherever possible.

### **Procedures**

All adults at Copeland Road Primary will:-

- Adhere to this policy and to Individual Personal Care Plans
- Make other staff aware of intimate and personal care tasks being undertaken
- Explain to the child what is happening
- Provide a safe and private place for changing children - this will usually be in the main office
- Ensure that at least two members of staff attend when a child needs to be changed or has a problem when going to the toilet
- Encourage children to carry out intimate or personal care tasks independently whenever possible

- Avoid any 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 by calling out and knocking at the door
- 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
- Not change for PE in the same area as the children
- Ensure that changes to the agreed individual plans are discussed, agreed and recorded

When children need to be changed (Unplanned - without an individual care plan) spare clothes will be available in the main office. Parents will be contacted as soon as possible so they are aware that the child has changed. Older children will be encouraged to change themselves independently.

If/when staff handle any soiled items etc they will wear protective clothing such as gloves etc.

Soiled clothes will be sealed in a carrier bag and stored somewhere safe for parents to collect. Children will be given clean spare clothes to wear so that they can continue in school.

To ensure that a child is clean and comfortable to continue in school, parents of a child that has soiled themselves will be contacted and may be asked if they can attend school to either help clean the child or take them home for a shower/bath. If this is not possible the children will continue in school until the end of the school day.

If a child has repeated problems in school a discussion will take place with parents to review the situation and identify additional support that may be required. The school nurse may be contacted and a referral to the 'soiling clinic' may be made via the nurse if this is appropriate. A child with repeated enuresis may be referred to their GP or School Nurse for additional support.

### **School Visits**

Children with enuresis or soiling problems will not be prevented from attending school visits but arrangements will need to be agreed with the parent prior to the event to ensure adequate precautions are in place for the child should an accident occur.

**Reviewed September 2020**

**Next review September 2023**

**Intimate/Personal Care Plan**

<b>Child's Name</b>	<b>Date:</b>
<b>Main areas of need:</b>  • • •	
<b>Toileting plan:</b>	
<b>Dressing/undressing plan:</b>	
<b>Medical plan:</b>	
<b>This plan was written by</b> _____ <b>on</b> _____ <b>Agreed with parents/carers on</b> _____ <b>Child's views were sought for this plan on</b> _____ <b>(if not, why not)</b>  <b>Signed</b> ..... <b>Date</b> .....	