

Cauldwell Lower School

Intimate/Personal Care Policy



Persons involved in the development of the Policy

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Governing Body

Date of Commencement of the Policy

January 2012

Date to be Reviewed

January 2013

Introduction

At Cauldwell Lower school We recognise that there may be occasions when pupils require the assistance of staff with intimate and personal care procedures. This may be necessary, for example:

- during the provision of medical care,
- when assisting young children with toileting,
- when assisting young children with dressing/undressing, for example during PE or swimming,
- As part of a care package for children with disabilities.

Aim

The aim of this policy is to provide a framework which ensures that all staff follow practices which maximise the safety, dignity and independence of children at all times whilst minimising the potential for their actions being called into question.

General

- Depending on their abilities, age and maturity children should be encouraged to act as independently as possible during intimate or personal care procedures.
- All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required.
- The emotional responses of any child to intimate care should be carefully and sensitively observed and where necessary any concerns passed to the Headteacher and parents/carers.
- It will not be appropriate for a member of staff to initiate intimate care procedures with a child without first alerting a second member of staff to the fact, the location and the details of the care to be provided.
- Photographic equipment, including mobile phones or computers with a camera facility will not be permitted in the vicinity whilst the intimate or personal care procedure is being carried out with an individual child in a private setting; whether or not the equipment is turned off.
- Each time intimate care is administered to a child, the details (time, place, member/s of staff present, reason) must be recorded in one of the intimate care books located in the foundation stage area or where the spare clothes are kept.

This means that adults should:

§ adhere to the school/service's intimate care guidelines or code of practice

§ **make other staff aware of the task being undertaken**

§ **explain to the child what is happening**

§ consult with senior managers and parents/carers where any variation from agreed procedure/care plan is necessary

§ record the justification for any variations to the agreed procedure/care plan and share this information with parents

§ ensure that any changes to the agreed care plan are discussed, agreed and recorded.

Personal Care

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level

of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils with whom they work.

This means that adults should:

- § avoid any physical contact when children are in a state of undress
- § avoid any visually intrusive behaviour
- § where there are changing rooms announce their intention of entering

This means that adults should not:

- § change in the same place as children
- § shower or bathe with children
- § assist with any personal care task which a child or young person can undertake by themselves

Children with disabilities

- Where a child requires regular intimate or personal care, the nature of the child's intimate care requirements and the way in which that care is best provided in line with the child's uniquely individual characteristics should be determined with parents/carers and where possible and appropriate, with the involvement of the child, as part of a personal care plan.
- The additional vulnerabilities that may arise from a physical or learning disability will be taken into account and be recorded as part of the child's agreed care plan.
- The plan will be annually reviewed.