

## GATLEY PRIMARY SCHOOL



# INTIMATE & PERSONAL CARE POLICY

This policy is intended as a framework for staff, parents and governors of the school in outlining the ways in which the school provides support and assistance with personal/intimate care tasks and toileting. The Governing Body reviews our policies as necessary and may update policies in line with new guidelines, or if the Governing Body receive recommendations on how the policy can be improved.

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## VERSION HISTORY

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**Agreed:**

**G Norman – Headteacher**



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## INTRODUCTION

Some children within the Early Years Foundation Stage (both in Nursery and Reception) may sometimes require assistance with intimate care tasks, especially toileting. Children in other year groups may also experience difficulties with toileting or other personal care tasks for a variety of reasons.

All of the children we work with have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum.

## DEFINITION OF INTIMATE CARE

‘Intimate Care’ can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. Help may also be required with changing colostomy or ileostomy bags, managing catheters, stomas or other medical equipment.

## DEFINITION OF PERSONAL CARE

‘Personal Care’ generally carries more positive perceptions than intimate care. Although it may often involve touching another person, the nature of this touching is more socially acceptable, as it is less intimate and usually has the function of helping with personal presentation. These tasks do not invade conventional personal, private or social space to the same extent as intimate care. Children and young people may require help with eating, washing non-intimate parts of their bodies, dressing, or application of topical medications or first aid.

## AIMS

This document is in response to requests for clear principles and guidance on the issue of supporting intimate and personal care needs with specific reference to toileting. It forms part of the school's pastoral care approach and policies and is informed by guidance provided by the Equality Act 2010 which states:

*'Providing intimate care **counts as a reasonable adjustment** for pupils who are not toilet trained, not able to use a toilet independently, or need other help with intimate tasks. This is because failing to do so would infringe upon those pupils' rights to access education due to a disability'*

We also take guidance from the Disability Discrimination Act (see below):

### **The Disability Discrimination Act 2001 (amended 2005)**

The Disability Discrimination Act (DDA) provides protection for anyone who has a physical, sensory or mental impairment that has an adverse effect on his/her ability to carry out normal day-to-day activities. The effect must be substantial and long-term.

Anyone with a named condition that affects aspects of personal development must not be discriminated against. Delayed continence is not necessarily linked with learning difficulties, but children with global developmental delay, which may not have been identified by the time they enter nursery or school, are likely to be late coming out of nappies. It is unacceptable to refuse admission to children and young people who are delayed in achieving continence.

For children with a SEN or with an EHCP, reasonable adjustments will be made in terms of toileting as they are in other areas of school life.

Education providers have an obligation to meet the needs of children with delayed personal development in the same way as they would meet the individual needs of those with delayed language, or any other kind of delayed development. Children should not be excluded from normal school activities solely because of incontinence, neither should they be sent home to change, or be required to wait for their parents or carers to attend to them at school.

It is our intention to develop independence in each child, however we recognise that there will be times when help is required.

Our Intimate & Personal Care Policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate and personal care of children. Children are generally more vulnerable than adults and therefore, staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Intimate / personal care may be regarded as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities may include:

- toileting (wiping sensitive areas);
- feeding;
- oral care;
- washing;
- dressing/changing clothes;
- first aid and medical assistance;
- supervision of a child involved in intimate self-care;
- applying sun cream

## BASIC PRINCIPLES

The following points are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:

- be safe;
- personal privacy;
- be valued as an individual;
- be involved and consulted in their own intimate and personal care to the best of their abilities;
- express their views on their own intimate and personal care and to have such views taken into account;
- have levels of intimate care that are appropriate and consistent;
- be treated with dignity and respect

## SCHOOL RESPONSIBILITY

All members of staff employed by school to work with our children are subject to an Enhanced DBS check. Only those members of staff who are familiar with the Intimate & Personal Care Policy and other pastoral care policies of the school are involved in the intimate and personal care of children. Intimate care arrangements for any child who requires this support on a regular basis should be reviewed when necessary.

Only in an emergency (e.g. accidental soiling) would staff undertake any aspect of intimate care that has not been agreed with the parents. This would be reported to parents at the earliest possible opportunity following the event.

## GUIDELINES FOR GOOD PRACTICE

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with Special Educational Needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Staff will endeavour to:

### **1. Involve the child in the intimate care**

Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent or if they need extra support to be clean, talk about what is going to be done and, where possible, give choices.

### **2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation**

When possible, two members of staff is preferable when adhering to the intimate care needs of children but is not essential. The adult must be familiar to the child.

### **3. Make sure practice in intimate care is consistent**

As a child may have multiple carers, a consistent approach to care is essential. Effective communication between all parties ensures practice is consistent.

### **4. Staff responsibilities**

Staff are given guidance on carrying out intimate care for children and opportunities for further training are provided to meet more specific needs on an individual basis.

### **5. Promote positive self-esteem and body image**

Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take with intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

### **6. Report any concerns they have**

If you observe any unusual markings, discolouration or swelling report it immediately to the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads for Child Protection.

## **Hygiene**

All staff must be familiar with normal precautions for avoiding infection and should ensure the use of appropriate protective equipment when necessary, for example, protective, disposable latex/vinyl gloves. There is a designated area in school for one to one toileting and provision of intimate care needs, which has a disabled toilet and handwashing area, plus a stock of the required PPE, including aprons, gloves, hand sanitizer, nappies and nappy bags.

## **Toileting Action Plans**

Parents of children starting within the Early Years Foundation Stage at Gatley Primary School are asked to give permission for staff to attend to the intimate care of their child, with particular reference to toilet accidents or illness, should the need arise. The permission form for this will be sent out as part of our admissions process.

Parents should advise the school of any known intimate care needs relating to their child.

If a child enters Nursery or Reception without being toilet trained, a meeting will be arranged with the child's parent/carers within the first half term to put a toileting plan in place to assist the child to gain independence. This is created with class teachers and parents with the child's best interest at the forefront and usually has a week by week plan with small reachable targets, building upon this to reach full independence. Reasonable adjustments will be made based on the needs of the children. Any additional questions regarding the procedure, and staffing that will be supporting your child with their needs, will be discussed during the initial meeting.

## **First Aid & Medical Care**

Staff may be called upon to administer first aid or medical care as part of their duties at the school; this also fall under the remit of 'personal care'. All of our Teaching Assistants are trained in Paediatric First Aid for this reason.

Parents may require medicines to be administered during the school day, and as such must fill in a *Consent Form for the School to Administer Medicines* at the beginning of the day. They may also be contacted to give *Verbal Permission* to give their permission for trained staff to administer pain relief or antihistamine during the day.

Parents will also be informed via a medical slip of any first aid treatment their child receives. In the event of a bump to the head or a visible mark, this will be relayed via a telephone call and medical slip (and follow-up ParentMail in the event of a bump to the head).



This all forms part of the school's Medical Conditions and First Aid Policy, which is available to view in full on the school website.

### **Sun Safety**

Staff are allowed to apply sun cream to children if deemed necessary. The Health and Safety Executive (HSE) states that, *'health and safety legislation does not prevent school staff from applying or helping pupils apply sun cream'*. However the school does not hold its own supply of sunscreen due to variances in SPF needed and allergies for individual children.

At Gatley Primary we endeavour, as much as possible, to protect the children during hot weather. When hot weather presents itself, to keep the children safe we will consider:

- Changing playtimes to limit the time children are out during the middle of the day
- Making reasonable adjustments to planned activities and locations in which these activities occur
- Encouraging use of the correct outside clothing and regular fluid intake throughout the day
- Modelling, encouraging and supporting children to re-apply sun cream throughout the day, promoting the children to be as independent as possible. However, given the staff to pupil ratios, assistance in the application of cream cannot always be guaranteed.

In hot weather parents will be encouraged to:

- Apply a liberal amount of sun cream at the start of the day
- Send in a wide brimmed hat for their child to wear (not a baseball cap as this doesn't afford any neck cover)
- Send the children with their water bottle
- Practice how to apply sun cream effectively at home
- Send their child in with factor 25 SPF+ sun cream, preferably a roll variety (this makes it easier for the children to apply)