

PERSONAL AND INTIMATE CARE POLICY

St Bartholomew's Primary School

Date agreed by Governing Board	March 2025
Signature of Chair of Governors	*Bettina Carlyon*
Headteacher	*Daniel Meyer*
Date to be reviewed by Governing Board	March 2027

This version supersedes all previous versions of this policy.

At St Bartholomew's Primary School, we have a primary responsibility for the care, welfare, and safety of all pupils in our charge and we are committed to practice that protects children from harm. Our Personal and Intimate Care Policy has been developed to safeguard all children and those members of staff who support them, underpinning the core values of respect, dignity, individual rights, choice, independence, and inclusion.

At St Bartholomew's we believe that:

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

Intimate care may be defined as any activity required to meet the personal care needs of each individual child in partnership with the parents/carers and children in the following areas:

- Assisting a child to change their clothes.
- Changing or washing a child who has soiled themselves.
- Assisting with toileting issues/menstrual care.
- Supervising a child involved in intimate self-care.
- Providing first aid assistance.
- Providing comfort to a child who is upset or distressed.
- Feeding a child.
- Providing oral care to a child.
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

ROLES AND RESPONSIBILITIES:

It is the parents' responsibility to advise the school of any known intimate care needs relating to their child and to pass on all relevant medical information.

All staff delivering intimate care must have a current enhanced Disclosure and Barring Service (DBS) check.

All staff must be trained in the specific types of intimate care that they carry out, and fully understand our school's Personal and Intimate Care Policy which will be followed at all times. School will agree the intimate care arrangements with parents/carers and the child, as appropriate.

Staff should not undertake any aspect of intimate care that has not been agreed with the parents/carers and child beforehand; however in exceptional circumstances, e.g. if the child has a toileting accident, appropriately trained staff will make a decision to provide intimate care in such circumstances. Parents/carers will be notified as soon as is possible.

If a staff member has concerns about a colleague's intimate care practice, or any other concern they must report this immediately to the Designated Safeguarding Lead, Cathryn Johnston (Deputy Head for Inclusion) or the Headteacher, Daniel Meyer. Please also see our Safeguarding Policy.

School will provide a suitable place for changing children and meeting individual pupils' needs hygienically, efficiently and privately. Staff will be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

PRINCIPLES:

All children have the right to be safe and to be treated with dignity and respect. Disabled children can be especially vulnerable; staff involved with their intimate care will be sensitive to their individual needs.

We will always involve the child in their intimate care as far as possible, encouraging their growing independence. We will talk with our pupils about what is going to be done, and give them choices wherever possible, acknowledging their likes and dislikes and incorporating their preferences as much as we can. We will always ensure privacy appropriate to the child's age and specific needs.

A pupil's intimate care needs are often carried out by one staff member with one child, as previously agreed with parents/carers. The practice of providing one-to-one intimate care for children is supported unless the activity requires two persons for the greater comfort and safety of the child.

As a child can have several members of staff to support their intimate care needs, a consistent approach to care is essential. Effective communication between parents/carers/outside agencies will ensure that practice is consistent.

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's preferred method and level of communication, e.g. words, signs and symbols. It is also the responsibility of all staff to establish any specific cultural needs. All staff will seek advice and guidance from the Deputy Head for Inclusion as necessary in order to establish and maintain effective communication with pupils who require support.

This policy should be read in conjunction with other school policies including:

- Safeguarding
- Health and Safety
- Supporting Pupils with Medical Needs