

INTIMATE & PERSONAL CARE POLICY

BUXTON INFANT SCHOOL

This policy was reviewed by the Governing Body on 21st March 2024

It will be reviewed again March 2026

Signed:

Date:

Intimate and Personal Care Policy

Introduction

Buxton Infant School is committed to providing the highest quality care, which meets the individual needs of children, and promotes their dignity, privacy and independence.

This policy applies to all staff who undertake intimate and personal care tasks with children.

The policy provides guidance and procedures related to the provision of personal and intimate care and any member of staff carrying out any personal or intimate care must do so in accordance with this policy.

This policy will be kept under regular review.

Aims

This guidance has the following aims:

- To safeguard the rights of children and staff who are involved in providing personal and intimate care.
- To ensure inclusion for all children
- To ensure continuity of care between parents/carers and involved professionals.
- To ensure all staff involved in personal and intimate care have access to appropriate training.

Definitions

The definitions described here are new. Previously Derbyshire referred to all care (including personal and intimate) as 'personal care'. All job descriptions, person specifications and contracts previously issued that predate this document which use 'personal care' are referring to both 'personal and intimate' care.

Personal care tasks can be defined as those that involve touching which is socially acceptable is non-personal or intimate. Such tasks are generally aimed at helping with presentation or enhancing social functioning and may include:

- administering medication
- helping a child to eat or drink
- brushing a child's hair or teeth
- helping a child to dress or undress
- washing a child's non personal body parts
- encouraging a child to go to the toilet.

Intimate care tasks are defined as those associated with bodily functions, body products, and personal hygiene routines which demand direct or indirect contact with or exposure to the genitals, including tasks such as:

- dressing and undressing (underwear)
- helping with the use of the toilet
- changing continence pads/nappies (faeces and/or urine),
- bathing/ showering
- washing personal and intimate parts of the body

At Buxton Infant School we ensure that staff who regularly and routinely carry out these types of tasks as part of their day to day role have the specialist skills and training required to undertake these tasks. These staff in the main will be working with children with additional needs who require a specialist level of support.

We recognise that there could be one off events/accidents. In these circumstances children will be encouraged to carry out their own intimate care wherever possible, this will need to be supervised. However if aid is required in one off situations and staff who would normally undertake these tasks are not available, such care tasks will be carried out by any member of staff. At Buxton Infant School we understand that leaving a young person unclean and in soiled clothing may in itself become a safeguarding issue.

Guiding principles

This policy is underpinned by the following guiding principles:

- Assistance with intimate and personal care will be provided in a manner which is respectful of the child's rights to feel safe and secure, to remain healthy, and to be treated as an individual.
- Children have a right to information, in a format which is understandable, about how to ask a question or make a complaint about personal and intimate care.
- Children will be consulted as far as possible and encouraged to participate in decision-making about their intimate and personal care. Particular attention will be given to those children who have disabilities/conditions which mean they require additional support to do this.
- Decisions and plans about intimate and personal care are made in partnership with parents/carers.

In general Intimate Care tasks will be planned and carried out as part of a care plan for pupils who have a disability or defined medical need and are unable to carry out these functions without support.

At Buxton Infant School we recognise that children may have “accidents” and have a plan for such eventualities. In general the principal in these circumstances is that staff will support the child to clean themselves.

The Equality Act

The Equality Act 2010 in relation to disability and additional needs provides protection for anyone who has a physical, sensory or mental impairment that has an adverse effect on his or her ability to carry out normal day to day activities. The effect must be substantial and long-term. It is clear therefore that anyone with a named condition that affects aspects of personal development must not be discriminated against. We have an obligation to meet the needs of children with delayed personal development in the same way as we meet the individual needs of children with delayed language, or any other kind of delayed development. Children should not be excluded from normal activities because of incontinence. At Buxton Infant School we make reasonable adjustments to meet the needs of children with disabilities, including those who are not continent.

When a child has a disability which includes complex continence or moving and handling needs, it may be appropriate for the relevant health professionals and school to draw up a health care plan. Any plan should be reviewed every six months or sooner if the child's needs suddenly change.

Health and Safety Guidance

Staff should always wear an apron and disposable gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner), specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

Any request from the parents for use of medical ointments/creams, should be clearly labelled with the child's name. These should not be shared between other children and should be stored securely. Use of such creams will only be agreed following completion of procedures outline in the School's Medicine Policy.

Links with other policies/Guidance

This policy should be considered in conjunction with other relevant policies and/or guidance, related to the following aspects:

- Safeguarding
- Administration of medication
- Moving and Handling
- Health and Safety

- Cleaning of Bodily Fluid Spillages
- Inclusion
- Complaints procedure

Ensuring carer competency

- Staff will be given information during the recruitment process about the types of intimate and personal care they may be required to carry out, and this should be included in any job description/role profile.
- All staff working with children will have been through an appropriate safer recruitment process.
- Staff will be given appropriate initial and on-going instruction/training in how to carry out intimate and personal care activities. This may include both generic training, and specific instruction in how to assist particular children.
- Staff will have access to a set of procedures which give detailed guidance on how to carry out specific activities related to intimate and personal care and any individual care plan which is in place for a child.
- Staff should also have attended other relevant training, as necessary, including safeguarding disabled children, moving and handling (where appropriate), and administration of medication.

Safeguarding the dignity of children when providing intimate care

The Protection of Children

Buxton Infant Schools Safeguarding Procedure and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school procedures.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed (See Safeguarding Policy for further information).

All adults carrying out intimate care or toileting tasks will be employees of the school an enhanced DBS checks will been place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

- The number of adults involved with giving intimate and personal care will be indicated in the pupils care plan, and will be based on individual need. Under normal circumstances, the child's need for privacy would indicate that one carer is sufficient. However, two or more carers may be required on occasion, for example where this is necessary to support children with behavioural needs, or where more than one carer is needed to assist with moving and handling. Where more than one carer is present the reasons must be clearly documented.
- Careful consideration will be given to how many adults might be involved in providing intimate care for a particular child. It is inappropriate for one adult to have the sole responsibility of providing care for a child. This could create difficulties if the adult was absent from work or lead the child to become over reliant on one particular adult.
- Adults will not provide intimate care for a child in an isolated part of a building and doors to changing areas should never be locked
- At Buxton Infant School we will strike a balance between protecting the child's dignity by not drawing on too large a pool of carers, and on the other hand, protecting the child from over-dependence on one carer.
- The child's preferences about gender of carer will be respected wherever possible.
- We will make provision for emergencies such as a member of staff on sick leave.
- A student on placement will not be asked to change a child's nappy

Developing, documenting, and communicating intimate and personal care plans

- Children will be included as far as possible in developing personal and intimate care plans
- Parents/carers will be consulted, and their views respected regarding personal and intimate care needs
- Parents/carers are expected to provide services with information about their child's intimate care needs. This information will be sought as part of the assessment process, and forms the basis of the care plan.
- Parents/carers will be expected as part of the plan to supply the establishment with a sufficient supply of clean clothing and nappies/pull ups etc. relevant to their child's needs as identified in the plan. Parents/carers will need to supply an emergency contact who can attend the school/setting should the need arise (eg if spare clothes/nappies run out and the child needs changing).
- Relevant members of the multi-professional team will be consulted as plans are developed; this may include nursing professionals, and therapists.
- Information about how to meet intimate and personal care needs will be documented as part of the care plan, which will be developed in partnership

with parents/carers and involving the child; this plan will be made available to the staff giving assistance.

- All care plans will detail not only how to carry out the intimate or personal care activities, but will include reference to the cleaning bodily fluids guidance and detail the universal precautions to be applied to the particular tasks in terms of infection control and protection of staff from contamination. They will also detail how to dispose of any bodily fluids and contaminated items and the safe storage of contaminated clothing.
- Where a personal and intimate care plan exists, this information will be shared with all relevant services on request.
- Care plans will be regularly reviewed and amended in the light of changes in the child's needs.
- Planning for outings and trips will take into account how the child's intimate and personal care needs will be met when away from the setting.
- Personal and intimate care plans will include opportunities to promote independence skills.

Monitoring and reviewing

Personal and intimate care plans should be reviewed as a minimum annually or when there are any significant changes in a child's needs.

Adopted by the Governing Board of Buxton Infant School on 21st March 2024.