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<b>Signed</b> ...../...../..... <b>Paul Leeson, Chair of Governors</b>			



## Personal and Intimate Care Policy

Longford C of E Primary School is committed to safeguarding and promoting the welfare of pupils and young people. We are committed to ensuring that all staff responsible for intimate care of pupils and young people will undertake their duties in a professional manner at all times.

Intimate care is defined as: *‘any care which involves washing, touching or carrying out an invasive procedure that most pupils and young people carry out for themselves, but which some are unable to do.’*

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals.

Examples include:

- support with dressing and undressing (underwear)
- changing incontinence pads and nappies,
- helping someone use the toilet or washing intimate parts of the body.

### Disabled Pupils

Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Governing Board recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any pupil with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

**We recognise that there is a need for pupils and young people to be treated with respect when intimate care is given.** No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parent/carers and carers to share information and provide continuity of care.

It is generally expected that most pupils will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time some pupils will have accidents and need to be attended to. In addition to this, an increasing number of pupils and young people with disabilities and medical conditions are being included in main-stream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

In order to help the pupils to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt any support and training programme requested by a child's GP and/or the school doctor or parent/carer.

Permission is sought as pupils enter reception and signed slips are kept on record. All staff are informed of those pupils where no permission is given. Where a pupil has continuing incontinence problems, parent/carers are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes.

Staff in the Robins classroom have access to a private area (accessible toilet) with a hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a pupil soils him/herself during school time, one member of the staff (will help the pupil to:

- remove their soiled clothes
- clean skin (this usually includes bottom, genitalia, legs, feet)
- dress in the pupil's own clothes or those provided by the school
- wrap soiled clothes in plastic bags and give to parent/carers to take home.

At all times, the member of staff pays attention to the level of distress and comfort of the pupil. If the pupil is ill, the member of staff will telephone the parent/carer/carer. In the event a pupil is reluctant and finally refuses, the parent/carer/carer will be contacted immediately.

Our intention is that the pupil will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the pupil. The member of staff responsible will check the pupil regularly and ensure that he/she is clean before leaving to go home. The latter is because the school washing facilities are not accessible to parent/carers.

It is intended that the pupil will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and to encourage the pupil in his/her efforts to gain these skills.

Our approach to best practice for ultimate care needs over and above accidents is as follows:

- The management of all pupils with intimate care needs will be carefully planned.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care, in line with their preferred means of communication, to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parent/carers/carers on a regular basis and recorded on the care plan
- The needs and wishes of pupils and parent/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a pupil has needed help with intimate care (in the case of a toilet 'accident'), then parent/carers/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter

### Child Protection

The Governors and staff of Longford C of E Primary School recognise that disabled pupils are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a pupil's presentation (unexplained marks, bruises or soreness for example), she/he will immediately report concerns to the Headteacher, who is the Designated Person for Child Protection.

If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parent/carers/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a pupil makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.