



Intimate & Personal Care Policy

Rationale:

All children have a right to safety, privacy and dignity and are entitled to respect and privacy at all times.

Some children who attend Central Street require some help and support with intimate and personal care including toileting, medical care, dressing and undressing. Some children are dependent on adults for some aspects of their intimate and personal care. It is essential that intimate and personal needs should be met whilst at the same time allowing the highest standards of safety, privacy, respect and dignity to be maintained. All children dependent on their abilities, age and maturity will be encouraged to act as independently as possible.

Aims:

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards. Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and policies and be mindful of the needs of the children with whom they work.

Broad Guidelines:

- Children who require regular help and support with intimate and personal care must have an Intimate/Personal Care Plan which is agreed with parents/carers and be regularly reviewed. Children's views should be actively sought wherever possible.
- Only staff members with DBS will undertake toileting duties.
- If a member of staff is concerned about any physical or emotional changes such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead.
- At Central Street school we will maintain each child's privacy.
- All staff are familiar with hygiene procedures and carry these out when toileting children.
- During toileting staff will interact with the child, and if upset will reassure and comfort them.
- Children will be encouraged to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.
- Staff will wear protective gloves and apron when supporting children during toileting. These will be disposed of after each use.
- Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.

- At Central Street school staff will remind children to use the toilet regularly.
- On occasions a potty will be used for children that find it difficult to use the toilet or those who feel more confident using a potty.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly using soap provided.
- Central Street school will provide visual reminders to show good hand washing practice.
- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.
- Activities and routines will also include reminders about the need for good personal hygiene.
- Families will be asked to provide a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child. If these have not been provided we will use the Priory school spare clothes

Adults at Central Street will not

- Change in the same place as children
- Assist with any intimate or personal care task which a child can undertake by themselves
- Engage in inappropriate physical behaviour with children

Conclusion:

At Central Street intimate and personal care needs will be met whilst at the same time allowing the highest standards of safety, privacy, respect and dignity to be maintained. All children dependent on their abilities, age and maturity will be encouraged to act as independently as possible.

Written/amended: March 2017

Next review date: March 2020



Intimate/Personal Care Plan

Child's Name	Date:
Main areas of need: <ul style="list-style-type: none">•••	
Toileting plan:	
Dressing/undressing plan:	
Medical plan:	
See also: <ul style="list-style-type: none">• Moving and handling plan• Behaviour plan	
This plan was written by _____ on _____	
Agreed with parents/carers on _____	
Child's views were sought for this plan on _____ (if not, why not)	
Signed Date	

Appendix 3: Toileting slip

Date:			
Name:			
I was changed at school today:	Wet	Soiled	



Date:			
Name:			
I was changed at school today:	Wet	Soiled	



Date:			
Name:			
I was changed at school today:	Wet	Soiled	



Date:			
Name:			
I was changed at school today:	Wet	Soiled	

