



KEW WOODS PRIMARY SCHOOL

Personal and Intimate Care Policy

OVERVIEW

Kew Woods Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Unless children have special needs, we will normally expect that parents and carers prepare their pupils for school by showing them how to dress and undress independently and manage their own personal hygiene. Every effort should be made to encourage independence before a child arrives at school. Where children have the need for help with personal intimate care we will ensure that the management of those needs will be carefully planned and that any child who requires such care is treated with respect and the child's welfare and dignity will be of paramount importance at all times.

OBJECTIVES

1. To ensure that children are treated with respect when intimate care is given
2. To ensure that the intimate care of children must never cause worry, distress humiliation or pain and that everything will be done to avoid embarrassment
3. Each child's needs will be considered individually
4. To ensure that the provision of intimate personal care meets fully the requirements of the school's child protection policy
5. To provide for the needs of children who are incontinent, in line with the Special Educational Needs and Disability Act 2001 as far as is reasonably practicable.
6. To ensure that parents are appropriately involved and where urgent or emergency care is given parents/carers will be contacted at the earliest opportunity.

KEY STRATEGIES

1. Early years will give particular attention to planning for the development of independence skills, particularly for children who are highly dependent upon adult support for personal care
2. Children will not be excluded from everyday educational activities solely because of a manageable condition.
3. Before admitting a child who has a continence problem, we will draw up a continence care plan agreed by the school with the parents/carers and colleagues from the appropriate Health Authority. The child will also be consulted, if appropriate, as well as the staff involved in carrying out the care. The plan will include information when and where the child will be cared for and which member of staff will support and manage the plan.
4. In an emergency any member of staff may be asked to provide personal intimate care and they will be guided by this policy, the Child Protection Policy and any other relevant policy. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible.
5. Good practice in providing personal and intimate care will include the following:
 - Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.
 - Inform a colleague when a child needs to be taken to the toilet.
 - A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.
 - Consideration should be given to providing intimate care to children of the opposite sex.
 - In considering this issue, attention should be paid to the age of the child his/her wishes and feelings, any expressed parental directions along with the wishes and feelings of the member of staff concerned.
 - Staff will use gloves and protective clothing, Where a child has a care plan, parents will be expected to provide the school with a reserve of clothing. In an emergency the school will provide appropriate temporary clothing which parents will be expected to wash, iron and return.
 - Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering.
 - Appropriate level of supervision is needed during these times in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur.
 - Supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

6. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.
7. Where children have identified special needs that require personal and intimate care, individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.
8. Wherever possible staff should only care intimately for an individual of the same sex. However, in certain urgent or emergency circumstances this principle may need to be waived.
9. Where a child with SEN has on-going intimate care needs, arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan.
10. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
11. The school's Child Protection procedures will be adhered to at all times.

OUTCOMES

This policy will play an important part in the care of pupils. It will ensure that all pupils are treated at all times with dignity and respect. We are committed to meeting the individual needs of each child and we will take full account their age, special needs disability and gender when providing personal intimate care.