

St Andrew's C.E. Primary School Personal and Intimate Care Policy



Mission Statement

We believe that St. Andrew's C.E. Primary School exists to provide life's main opportunities for our children guided by and learning from the example and teaching of Jesus Christ.

These opportunities come from an ethos and curriculum that provide maximum learning experiences for each individual child, no matter what their particular learning abilities may be.

We will aspire to a curriculum which results in the enjoyment of learning, children who feel good about themselves and in which everyone can be good at something. We will encourage pupils to show tolerance and respect for each other, set themselves high standards, to take pride in their work and do their best.

We will provide curriculum enrichment activities including first hand experiences, creative opportunities, visits and visitors.

We will offer every child the chance to achieve as much as they are able.

We will achieve high standards for all children, giving them secure foundations for future learning and success in life.

Growing in Faith, Hope and Love

Overview

This 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 DfE Special Educational Needs and Disability Code of Practice 2014 and the Mental Health and Behaviour in Schools 2014 advice for school staff, 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. Where the need for personal intimate care is known in advance the members of staff who provide it will be properly trained to do so and are fully aware of best practice.
2. Early Years we 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
3. Children will not be excluded from everyday educational activities solely because of a manageable condition.
4. Before admitting a child who has a continence problem, we will draw up a Care Plan agreed by the school with the parents/carers and colleagues from the local 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 about when and where the child will be cared for and which members of staff will support and manage the plan.
5. 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. More than one person should be present to safeguard the interests of both the child and carer unless the circumstances require immediate and urgent action and a second person is unavailable
6. Good practice in providing personal and intimate care will include the following:
 - Inform a colleague when a child needs to be taken to the toilet.
 - Make a record of each occasion, including time and duration.
 - 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.
7. 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.
8. 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.
9. 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.
10. Where a child with SEND 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.
11. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
12. 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.

Adopted by the Governing Body March 2025

To be reviewed March 2026