



## Intimate and Personal Care Policy

### Introduction

Derbyshire Children's Services Department is committed to providing the highest quality care, which meets the individual needs of children, and promotes their dignity, privacy and independence. As a maintained school, Firfield Primary School adopts the DCC Intimate and Personal Care Policy as a model for our own practice within school.

This policy provides an outline for the development of guidance and procedures related to the personal and intimate care of children who experience difficulties with self-care, toileting routines or personal hygiene. It applies to all staff involved in the intimate and personal care tasks of young children.

### Aims

This guidance has the following aims:

- To safeguard the rights of children
- To safeguard the rights of 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 practitioners/teachers in settings
- To ensure all staff involved in personal and intimate care have access to appropriate training.

### Definitions

**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

## **Guiding Principles**

This guidance is underpinned by the following guiding principles:

- Assistance with intimate and personal care must 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, so that they can ask questions or express their concern about personal and intimate care routines.
- Children should be consulted as far as possible and encouraged to participate in decision-making about their intimate and personal care.
- Decisions and plans about intimate and personal care are made in partnership with parents/carers.

## **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. Education providers have an obligation to meet the needs of children with delayed personal development in the same way as they 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.

Any admission policy that sets a blanket standard of continence for all children, is discriminatory and therefore unlawful under the Act. Settings and schools must make reasonable adjustments to meet the needs of children with disabilities, including those who are not continent.

Asking a parent or carer to come and change a child is likely to be a direct contravention of the Equality Act 2010 and leaving a child in a soiled nappy for any length of time pending the return of the parent is a form of abuse and wholly unacceptable.

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

## **Ensuring Carer Competency**

- Staff need to 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 must have been through an appropriate safer recruitment process.
- Staff must 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 should 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.
- The assistant should have a means of attracting attention and further assistance in an emergency

- In the event of supply TA, toileting should be done in the presence of a member of school staff who is known by the child.

### **Safeguarding the dignity of children when providing intimate care**

- The number of adults involved in giving intimate and personal care should be based on individual need. Under usual circumstances, the child's need for privacy would indicate that one adult is sufficient. However, two or more adults may be required on occasion, for example: where this is necessary to support a child with behavioural needs; when there is a supply TA, if there are safeguarding concerns surrounding intimate care; where more than one adult is needed to assist with moving and handling or where it is known that allegations by a child are likely to be made.
- Where more than one adult is present, the reasons must be clearly documented and shared with carer(s).
- A student on placement should not change a child's nappy or provide any intimate care.
- There is a need to strike a balance between protecting the child's dignity by not drawing on too large a pool of adults who are involved in intimate care routines, and on protecting the child from over-dependence on one person.
- The child's preferences about gender of carer should be respected wherever possible

### **Developing, documenting, and communicating intimate care procedures**

- Parents/carers must be consulted, and their views respected regarding personal and intimate care.
- Parents/carers are expected to provide settings with information about their child's intimate care needs. This information will be sought as part of the induction process.
- Parents/carers will be expected as part of the plan to supply the setting with a sufficient supply of clean clothing and nappies/pull ups etc. relevant to their child's needs.
- Planning for outings and trips must take into account how the child's intimate and personal care needs will be met when away from the setting.

### **Procedures and facilities for intimate care routines**

- The purpose built accessible toilets should be used for toileting and changing children who require additional support. Where appropriate and possible it is perfectly acceptable for children to be changed whilst standing up (staff should be provided with suitable seating at an appropriate height to avoid stooping where this is a regular occurrence).
- Staff must wear disposable gloves and an apron while carrying out intimate care tasks • Soiled nappies or items of clothing should be double wrapped. If the number produced each week exceeds that allowed by Health and Safety Executive's limit, additional nappies should be placed in a hygienic disposal unit.
- The changing area must be cleaned after use.
- Hot water and liquid soap should be available for adults and children to wash their hands after intimate care routines. A hot air dryer or paper towels must also be available.

### **Guidance for personal and intimate care procedures**

The following general guidance should be followed:

- Children/young people should be enabled to communicate their needs and preferences during personal and intimate care activities.
- When referring to care routines or body parts care should be taken to use appropriate language.

- When staff are not sure how to carry out a personal or intimate care routine, guidance should be sought from their manager.
- Care must be taken to communicate with the child throughout the activity in verbal and non-verbal ways. This can include visuals to show the process and 'next steps'.
- Children should be encouraged to do as much as they can for themselves.
- The utmost care must be taken to ensure dignity and privacy. Adults should also keep the child's body and genital area covered as much as possible.
- For children who present with challenging behaviour who require intimate care, this must be included within their behaviour plan and individual risk assessment.

This Policy will be reviewed every 2 years or earlier if necessary.

Reviewed by: Miss Lauren Trigg (SENCO)

Date: September 2024

Approved by Governors:

To be reviewed: September 2026



# Firfield Primary School

*Be part of the Firfield Family*

## Permission form for the Provision of Intimate and Personal Care

If a child wets or soils themselves at school, it is important that measures are taken to have them changed (and cleaned if necessary) as quickly as possible. Staff at Firfield Primary School are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Firfield Primary School has an Intimate and Personal Care Policy which is available to view on our website, or please ask for a copy from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely,

Miss Lauren Trigg  
SENCO and Inclusion Lead

Name of Child..... Class.....

Please tick as appropriate:

I give consent for my child to be changed and cleaned by staff if they wet/ soil themselves while in the care of Firfield Primary School.

OR

I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....

Print name.....