

Intimate/Personal Care Policy



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Reviewed by	Miss V Miller
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Together, we nurture, inspire and achieve

Myton Park Primary School Policy and Practice Guidance to foster safer working practices for Intimate/personal Care and Dignity for the child or young person requiring adult support.

'It doesn't matter where children live, what language they speak, what their parents do, whether they are boys or girls, what their culture is, whether they have a disability or whether they are rich or poor. No child should be treated unfairly on any basis.'

(Taken from A Summary of the rights under the Convention on the Rights of the Child)

Policy Aims

This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally.

As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.

Staff who work with children and young people or those with special needs will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs. Intimate/personal care can be defined as care tasks of an intimate/personal nature, children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them.

Myton Park Primary School is committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain. This policy is to help ensure good practice in this area.

Legislation

This policy and practice will support staff to overcome any challenges and be confident they are meeting the requirements of the Early Years Foundation Stage, Special Educational Needs and Disability Act (2001), the Disability Discrimination Act (1995), Equality Act (2010) and related legislation, SEND Code of Practice: 0 to 25 years.

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND Code of Practice January 2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

Supporting pupils at school with medical conditions guidance

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Education Health Care Plans 37 – 50.

The Equality Act (2010) states that the responsible body of a school must not discriminate against a person:

- (a) In the arrangements it makes for deciding who is offered admission as a pupil.
- (b) As to the terms on which it offers to admit the person as a pupil.
- (c) By not admitting the person as a pupil.

It is not acceptable to ask parents to come to change their child if a child has a recognised disability as this is a direct contravention of the Act. Also leaving any child soiled for any length of time is considered a safeguarding issue since it places the child at risk of significant harm.

Facilities

Current Department of Education recommendations for purpose built foundation stage units include an area for changing and showering children to meet and support the development needs of young children.

At Myton Park Primary School, children will wherever possible be changed in the small shower room within Early Years. This is separate from the main area accessed by children. For children in KS1 and KS2, where appropriate they will access the disabled toilet for changing, this affords sufficient space for children to be supported while changing.

Following recommendations from the Department of Health:

1. Where possible children or young people are changed standing up
2. Less mobile children or young people, or children in the foundation stage, may prefer to be changed on a suitable changing mat on the floor whilst still ensuring the dignity of the child (or using the facilities in the hygiene room).
3. Dispose of nappies observing the appropriate procedures.

Safeguarding and Welfare Requirements

All staff working in schools and settings with this responsibility of carrying out intimate/personal care procedures must have been recruited and selected robustly with appropriate levels of vetting checks necessary for their role. (regulated activity DBS). There is no legal requirement that a second member of staff must be available to supervise the

intimate care process. However, Myton Park will, in line with Best Practice Guidance ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

See point 15 of the document - Intimate/Personal Care

Management of Intimate/Personal Care Support at Myton Park Primary School

Staffing

Teaching Assistants have been given working conditions at level 2 which means that there is some exposure to disagreeable, unpleasant environmental working conditions i.e. toileting as an inherent part of the job role.

Under normal circumstances, it would be expected that this job be carried out by TAs and not by teachers – although in extreme urgent cases no adult looking after a child should refuse to change them.

Agreeing a Procedure for Support

Specific issues around toileting should be discussed at a private meeting with the parent/carer prior to admission into school. This meeting will also provide an opportunity to involve other agencies as appropriate, such as a Health Visitor or school nursing.

A home/school intimate/personal care support policy will be in place, which makes clear the partnership with parents when children are coming to Myton Park. Such an agreement helps to avoid misunderstandings and also helps parents/carers feel confident that Myton Park will meet their children's needs (see Appendix A)

Where appropriate, parents and school staff will also need to agree a personal intimate care plan and training programme. Should a child with complex intimate care needs be admitted, the child's medical practitioners will need to be closely involved and a separate more specialised individual intimate care plan may be required.

Students, work experience students, parents and volunteers will never be involved in intimate/personal care issues. (Reference Safeguarding Policy or Myton Park's Student and Volunteer Guidance/ Working Practices.)

It is good practice if all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Parents/carers will be kept informed of the extent and nature of any physical contact, this may also prevent allegations of misconduct or abuse arising. (Reference Safeguarding/Whistle Blowing Policies).

Working in Partnership

Following Best Practice Guidelines, Myton Park will make reasonable adjustments to meet the child or young person's personal needs.

Myton Park Primary School are committed to adhering to the following:

Schools are expected to meet the needs of children with delayed personal development in the same way as they would meet the individual needs of children or young people with any other delayed development e.g language. Children and young people should not be excluded from normal school activities because there may be intimate/personal care issues.

Good practice should be for schools to engage with all families, and staff should take care both verbally and in terms of their body language to ensure that the child or parents are never made to feel as if their individual needs cannot be met.

If there are a significant number of young children arriving at school who have not yet developed their intimate/personal care skills, staff are advised to contact the Health Visiting Team, school nursing or 0-19 service in their area to discuss their concerns.

If children are entering primary or secondary school with intimate/personal care needs which have not be addressed staff are advised to contact the specialist community nursing service.

This means that school/settings should:

- Have written care plans in place for any pupil who could be expected to require intimate care;
- Ensure that pupils are actively consulted about their own care plan (age and developmental levels dependant).

This means that staff should:

- Adhere to this intimate and personal care policy;
- Make other staff aware of the task being undertaken;
- Always explain to the pupil what is happening before a care procedure begins;
- Consult with colleagues where any variation from agreed procedure/care plan is necessary;
- Record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers;

- Avoid any visually intrusive behaviour;
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this.

This means that adults should not:

- Change or toilet in the presence or sight of pupils;
- Shower with pupils;
- Assist with intimate or personal care tasks which the pupil is able to undertake independently.

Reference

- Safeguarding Policy
- Whistle Blowing Policy
- Student and Volunteer Guidance
- SEND Code of Practice 2015
- Supporting Pupils at School with Medical Conditions
- Children and Families Act 2014
- Equality Act 2010

Appendix A: Documentation to support Intimate/personal care within school. Compiled following Local Authority Advice.



Myton Park Primary School Agreement to support staff involved in intimate care.

We aim to work closely with you and your child to ensure that they feel confident, secure and respected within our school setting.

Our Parents/carers will help support us by:

- Changing your child at the latest possible time before coming to school.
- Provide spare nappies/pull ups, wet wipes and sufficient changes of clothes.
- Wash and return any clothing provided by the school as soon as possible.
- A mutual agreement to the procedures to be followed during changing at school.
- Assist us by informing our staff if your child has any marks or rashes.
- Encourage your child self help in intimate care procedures wherever possible.
- Discuss any concerns regarding your child's intimate care progress with our staff.

Our staff will support you by:

- Changing your child should he/she require it.
- Inform you if your child has any marks/rash and take further action as appropriate.
- Encourage your child in their participation in their intimate care procedures wherever this is possible.
- Respect cultural practices through discussion with you the parent/carer

Parent/Carers Signature_____

Staff Signature_____



Supporting your child with Intimate Care

What additional information would help us meet your
child's individual needs?

For example:

- What are the physical needs of the child?
- What are the emotional needs of the child?
- What are the preferred strategies for the child?

Child's Name and DOB:

Arrangements to be made	In place yes/no	Notes

Date:

Name of Parent/Carer:

Signed:



Myton Park Primary School

Personal Care Log:_____

[illegible]

