

Personal Care Policy

Introduction:

Belford Primary School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The school will make reasonable adjustments according to the requirements of the DDA, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Aims

- To safeguard the dignity, rights and well being of children and ensure personal care needs are met
- To ensure children are treated consistently when they experience intimate care and are not distressed, embarrassed or in pain at any time.
- To provide guidance and reassurance to staff.
- To ensure parents and staff work in a close partnership to share information and provide continuity of care.
- To reassure parents that staff are knowledgeable about intimate care.

Definition:

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Principles of best practice

- To allow the child to care for him/herself as far as possible, to encourage independence and to encourage him/her to carry out aspects of intimate care as part of his/her personal and social development.
- To provide appropriate facilities.
- To communicate with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- To show awareness of and be responsive to the child's personal reactions, their verbal and non verbal communications and signifiers.
- To use opportunities during intimate personal care to teach children about the values of their own bodies, to develop their safety skills and enhance their self esteem.
- Children will be cared for by one adult in a place that ensures dignity for the child and close support for staff.
- Arrangements will be discussed with parents/carers on a regular basis and recorded in a care plan where appropriate
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information

should be treated as confidential and communicated in person, via telephone or by sealed envelope.

Communication regarding intimate care

Letter of permission

Permission must be sought from the parent/carer before any form of intimate care can be undertaken. All staff working with the child should know that permission has been given before undertaking any intimate care.

Home school communication

Information about intimate care will be communicated by telephone, sealed letter or personal contact as appropriate. A daily diary system can be operated between school and home to document daily care is parents request it. Confidentiality and dignity for the parent/carer should be maintained at all times.

Staff communication with children

Staff should always work in a reassuring, supportive and focused manner with the child when involved in intimate care. Appropriate use of language, signs, symbols, photographs or objects will be used.

Responsibilities

It is the responsibility of the management team to provide staff with safeguarding training and provide an induction program for all staff to ensure they are familiar with the school's intimate care policy and individual care protocols for the children they are responsible for.

It is the responsibility of the staff to become familiar with the school's intimate care policy and adhere to health and safety policies. Only designated staff will liaise with parents/carers and other professionals to implement the agreed intimate care protocol. Staff will take part in training for any aspects of intimate care training.

Further guidance

- First aid policy
- Confidentiality policy
- Medicine policy
- Nappy changing guidelines
- Sun care procedures

*Date adopted Sept 11
Last reviewed September 2018
Next review September 2020*