

## **Intimate Care & Close Personal Contact Policy**

Headteacher: Mrs. Forster

Date Implemented: January 2025

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## **Rationale**

Intimate care/assistance and activities requiring close personal contact can be identified as any personal care/assistance that involves an individual's personal space.

In addition to care and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, culture and physical and developmental needs.

## **Purpose**

The purpose of the policy at Fiddlers Lane Primary School is to:

- Uphold pupils' rights to privacy and dignity.
- Identify situations, which have elements of close personal/intimate contact.
- Recognise the responsibilities of adults involved.
- Safeguard pupils and adults from any misinterpretation of action.
- Ensure consistency of action whilst being sensitive to individual need.
- Dispose of waste safely.

## **Guidelines**

The guidelines cover a variety of activities and it must be accepted that there has to be a degree of flexibility and personal judgement within some situations. The guidelines must be followed in the context of Child Protection, Health & Safety and Police Clearance Procedures.

## **Police Clearance**

All adults participating in any activities involving intimate/close personal contact will have undergone statutory police checks.

(See section referring to student/volunteer helpers).

## **Child Protection**

Any child protection issues arising from intimate care contact must be reported to the designated staff in school responsible for child protection. Procedures should follow the Child Protection Policy. The designated staff are **Mrs. K. Forster (Headteacher), Mrs A Hughes (Deputy Headteacher), Mrs K Mansell (SENDCo) or Mrs M Lax (Office Manager)**.

## **Health and Safety**

All staff should be aware of and adhere to the general health and safety guidelines as documented by the LA. Appropriate risk assessments are carried out. Any health and safety concerns or queries should be taken up with the Headteacher or Health and Safety Representative who will act upon the information.

## **The Role of Students & Volunteer Helpers**

1. Should **not** assist in toileting pupils.
2. May assist in helping pupils change for PE if supervised by a member of school staff.
3. May assist at the dining table in general situations.
4. Must **not** assist with any feeding requiring medical training to give food.
5. Must be supervised and not put in a situation where they are alone with pupils except in extreme, emergency circumstances.

## **Guidelines**

### **Toileting & changing**

The following must be taken into consideration:

1. The need for privacy whilst being aware of the need to protect staff from allegations of and pupils from possible inappropriate touching.
2. Consistency of approach with necessary information being communicated to all appropriate staff.
3. The need to encourage as much independence as possible using the progression of skills.
  - Opportunity
  - Dependence
  - Cooperation
  - Participation
  - Supervised independent action
  - Independence
4. An awareness of assistants' own personal hygiene and the use of appropriate aids – gloves, aprons etc.
5. An awareness of general hygiene and disposal of waste. (NB. Soiled disposable nappies, catheters etc. are not clinical waste – double bagging is sufficient).
6. The need to ensure that females (and boys who catheterise) are cleaned front to back.
7. That creams etc. should only be used with the written permission of parents/carers.
8. The appropriateness of male/female assistance with boy/girl pupils. This to be agreed upon.
9. That secure documented parental agreement to procedures is in place and is reviewed at regular intervals or if a change in circumstances takes place

### **Feeding/Eating**

1. All procedures to be kept up to date with information from health professionals and parents/carers regularly updated.
2. Account must be taken of pupil's likes and dislikes and normal routine.
3. Hygiene procedures must be adhered to.
4. Emergency procedures must be in place if possible choking may be an issue.
5. The importance of social interactions at snack/lunchtime should not be underestimated.

### **Physical Assistance**

1. Give verbal prompts/instructions before touching, moving or handling pupils.
2. The need to give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts.
3. Have due regard for instructions given by therapists regarding individual pupils movement/transfers etc.
4. Always use equipment recommended to assist with moving/transfers.

### **Conclusion**

Pupils may have individual bathroom, feeding, physical assistance regimes or a combination of one or more of these.

Programmes of support will need to be tailored to meet the needs of each individual pupil.

These programmes will need to be monitored, reviewed and amended as required, following advice.

This policy will be reviewed in accordance with school procedures for the review of all policies or sooner if national and/or local information impacts upon it.

## Appendix 1

### Individual changing plan

My child \_\_\_\_\_ is toilet trained.

If my child soils/wets during school, I am happy that an employed member of staff can assist my child to change themselves.

In the likelihood of such an accident, I will provide school with a bag containing:

- Spare underwear
- Spare socks
- Spare clothes (uniform if possible)
- Wet wipes
- Nappy sacks

I will check my child's bag each evening and wet & soiled clothes will be replaced.

I will wash any spare clothes provided by school and will return them to school the next day.

I am happy that it is necessary for the designated employed members of staff to see my child undressed and have contact with his/her intimate parts to ensure cleanliness and comfort.

I am happy that changing will take place in appropriate surroundings to ensure privacy and dignity.

Signed: \_\_\_\_\_ parent/carer

Date: \_\_\_\_\_

## Appendix 2

### Individual changing plan

My child \_\_\_\_\_ is not toilet trained.

I am happy that an employed member of staff will change my child when necessary. In the likelihood of such an accident, I will provide school with a bag containing:

- Sufficient amount of Pull ups/nappies
- Spare clothes (in case of leaks)
- Wet wipes
- Nappy sacks

I will check my child's bag each evening and ensure that there is enough Pull ups/nappies, wet wipes and nappy sacks for the following day.

I will wash any spare clothes provided by school and will return them to school the next day.

I am happy that it is necessary for the designated employed members of staff to see my child undressed and have contact with his/her intimate parts to ensure cleanliness and comfort.

I am happy that changing will take place in appropriate surroundings to ensure privacy and dignity.

Signed: \_\_\_\_\_parent/carers

Date: \_\_\_\_\_

# Fiddlers Lane

## Community Primary School

### PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Child's Last Name	
Child's First Name	
Male/Female	
Date of Birth	
Parent/Carers name	
Address	

I understand that:

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing, showering and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care

Name .....

Signature .....

Relationship to child .....

Date .....



# Fiddlers Lane

Community Primary School

BIG DREAMS, BRIGHT FUTURES

Name of child:

Date:

Today you child's clothes were changed.

Reason for changing:

We have loaned your child school clothing as follows:

Please wash and return the borrowed items.

Thank you.



# Fiddlers Lane

Community Primary School

BIG DREAMS, BRIGHT FUTURES

Name of child:

Date:

Today you child's clothes were changed.

Reason for changing:

We have loaned your child school clothing as follows:

Please wash and return the borrowed items.

Thank you.



## EYFS Log of Person Needs

- Please ensure ALL children are children in the bathroom with the door left open.
- Inform another adult each time you have changed a child or attend to a child's personal needs.
- Put wet/soiled clothing in a bag, label and put in the child's bag or on their peg.
- Complete the log and parent information sheet.
- Ensure parent info sheet is handed over at home time.

[illegible]