

**Oaktree Nursery and Primary School – Intimate and Personal Care Policy**

The pastoral care of our children is central to the aims, ethos and teaching programmes in Oaktree Nursery and Primary School and we are committed to developing positive and caring attitudes in our children. Our Intimate and Personal Care Policy is part of our collective pastoral care policies.

It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.

In school this may occur on a regular basis or during a one-off incident.

Oaktree Nursery and Primary 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. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child’s individual needs.

Intimate care is any care which involves one of the following:

1. Assisting a child to **change his/her clothes**

2. **Changing or washing a child** who has soiled him / herself

3. Assisting with **toileting** issues

4. Supervising a child involved in **intimate self-care**

Parents have the responsibility to advise the school of any known intimate care needs relating to their child

**Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

* Every child has a right to be safe;
* Every child has the right to personal privacy;
* Every child has the right to be treated with dignity and respect;
* All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
* Every child has the right to have levels of intimate care that are appropriate and consistent.

**Best Practice**

In EYFS any member of staff may be called upon to change a child who has wet or soiled themselves, alongside the EYFS policy. In KS1 and KS2, any member of staff who is willing may supervise a child to undertake their own personal care and assist where necessary. On an occasion where there is no such member of staff available the parents/carers will be contacted to come to school to assist their child.

Pupils who require regular assistance with intimate care have a written Health Care Plan, as a result of a diagnosed medical condition. This is agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Members of staff who are willing to carry this care out on a regular basis will be identified. Two members of staff are required to carry this care out. If two members of staff who are willing are not available, parents/carers will be contacted to come to school to carry out their child’s personal care.

Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

Where a Health care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an ‘accident’ and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person or by telephone.

Accurate records will be kept when a child requires assistance with regular intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child’s behaviour. It should be clear who was present in every case. These records will be kept in the child’s file in the school office and available to parents/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.

Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate. Health & Safety guidelines should be adhered to regarding waste products.

Staff who provide intimate care will speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Every child's right to privacy and modesty will be respected.

Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

**Oaktree’s Graduated Response**

* The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
* School will usually have a supply of wipes, clean underwear and spare uniform for the occasional occurrence. However, if there is none available, or for a child who regularly needs such items, it is the parents’ responsibility to supply them.
* If a child is not able to complete this task unaided, and there is no one available in school who is willing, school staff will attempt to contact the emergency contact to inform them of the situation.
* If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
* If the emergency contact cannot be reached, the Headteacher is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.

Policy agreed: September 2023

Review Date: September 2024

Signed………………………………………………………..(Chair of Governors)

Signed………………………………………………………...(Headteacher)

Date…………………………………………….