The Slough and East Berkshire C. of E. Multi Academy Trust

Colnbrook C. of E. Primary School

Intimate Care Policy

Owner:	SENDCo
Date Reviewed:	March 2025
Date Policy to be reviewed:	March 2027

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9

Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves, so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.

Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

Intimate personal care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas. Most individuals can carry this out themselves, but some are unable to do so because of their developmental stage, physical difficulties or other special needs. Intimate personal care also includes supervision of pupils involved in intimate self-care.

Child/young person focused principles of intimate and intimate personal care
The following are fundamental principles upon which this policy and guidelines are based:

Every child/young person has the right to:

- be safe.
- personal privacy
- be treated as an individual.
- be treated with dignity and respect.
- to be involved and consulted and have their views taken into account in their own intimate personal care, appropriate to age/ability.
- have levels of intimate personal care that are as consistent as possible.

Child Protection

- The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.

- The school's child protection procedures will be adhered to.

- From a child protection perspective, it is acknowledged that intimate personal care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate personal care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

- If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc. s/he will immediately report concerns as per the procedure laid down in the Child Protection & Safeguarding Policy.

- If a pupil becomes unusually distressed, or very unhappy about being cared for by a particular member of staff, this should be reported to the Designated Safeguarding Lead. The matter will be investigated at an appropriate level (usually the Headteacher) and outcomes recorded. If the concern is about the Headteacher then it should be reported to the chair of governors.

- If a pupil, or any other person, makes an allegation against an adult working at the school, this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy.

- Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.

This Policy is to provide support and guidance to staff carrying out toileting procedures/nappy changing for nursery and SEN pupils~~,~~ during the school day and to provide guidance to parents on the procedures in place for this task.

1. All adults assisting with toileting should be employees of the school. Where possible the adult should be familiar with the child and ideally working with the child in the classroom, although we recognise there maybe times when this is not practical.
2. Wherever practical, two members of staff should be present when a child is going to the toilet.
3. It is important to maintain the child's self respect and social standing with his/her peer group through sensitive handling and discretion. Staff should consider suitable responses to questions that children, or other adults may ask. If unsure seek support from the SENCO.
4. Toilet training procedures should take place in an area which provides enough privacy for the child. The area should provide full hygiene facilities and hand-washing with soap.
5. The parents/carers must sign a consent form (see appendix II) to give their permission for staff to change their child's nappy.
6. The school will provide vinyl gloves, soap and hand gel.

Parent's/Carer's responsibilities

1. To provide the school with nappies, nappy sacks, wipes and spare clothes – all clearly labelled with the child's name.
2. To sign parental consent form (see appendix II) giving their authorisation for staff to change their child's nappy, or to assist with toileting their child.

Staff responsibilities

1. Hand washing facilities~~,~~ liquid soap, running water and disposable paper towels will be available.
2. Disposable gloves must be worn.
3. Gloves should be disposed of after every use.
4. Soiled nappies should be placed in the nappy bin, which should be emptied at least weekly.

Body Fluids

1. If body fluids are spilled, then staff should use a "body fluids kit" to ensure that the area is cleaned safely.
2. Soiled clothes should be removed as soon as possible and placed in a plastic bag, which is then tied securely and sent home for washing.
3. Staff must always thoroughly wash and dry their hands after changing or toileting a child.

4. A record of personal care (see appendix I) should be completed.

Appendix I Record of Personal Care
Appendix II Parental Consent Form

APPENDIX I

CHILD'S NAME……..

RECORD OF PERSONAL CARE INTERVENTION

Date	Time	Procedure	Staff Signature 1	Staff Signature 2

APPENDIX II

COLNBROOK C. OF E. PRIMARY SCHOOL

PARENTAL CONSENT FORM – Personal Care Invention

CHILD'S NAME…….

I / We give consent for my / our child to be assisted with toileting procedures and / or nappy changing by staff at Colnbrook C. of E. Primary School.

I / We will provide nappies, wipes and spare clothes, and in a labelled bag.

The school will provide a nappy bin, gloves and hand washing facilities.

The school will ensure that my / our child is treated with respect and dignity when being assisted.

Signed: ……

Parent(s) / Carer(s)

Date: …….