



BARTON PARK  
PRIMARY SCHOOL

*Together, we grow*

# Barton Park Primary School

## Intimate Care Policy

Written by Michelle Morgan & Bryony McCraw	February 2022
Discussion at Staff Meeting	29 March 2022
Discussion with Full Governing Board	10 March 2022
Review	March 2024

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## Introduction

We believe that the personal care of children cannot be separated from other aspects of their learning and development as every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when personal care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Every child's right to privacy is respected.

This Personal Care Policy has been developed to safeguard children and staff, making sure good practice is followed at all times. We are committed to ensuring that all staff responsible for the personal care of children will undertake their duties in a professional manner at all times. All staff doing this will have been checked with the Disclosure and Barring Service (DBS).

This policy should be read in conjunction with the schools' other policies, as below:

- ❖ Child Protection Policy
- ❖ Equality Scheme
- ❖ Code of Conduct
- ❖ Whistleblowing Policy
- ❖ Health & Safety
- ❖ Confidentiality

## Definition

Personal care can be defined as any care which involves washing, touching or carrying out a procedure to personal areas, which most people usually carry out themselves, but which some children are unable to do because of their young age, physical difficulties or other special needs.

Personal care is any care which that covers the following areas:

- changing a child's nappy
- assisting with toileting issues
- assisting a child to change his/her clothes
- assisting a child to wash using the school shower
- cleaning a child who has wet and/or soiled him/herself, has vomited.
- supervising a child involved in personal self-care, if requested, including menstruation.
- providing comfort or support for a distressed pupil
- assisting a pupil to manage the application of sunscreen
- assisting a pupil requiring medical care, who is not able to carry this out unaided

## Parental engagement

Parents and carers are entitled to have a say in how their child's needs are met and have their own culture respected. We will work with families to ensure the appropriate support is given to their child regarding their personal and personal care needs. Staff carrying out daily personal care for children will follow the procedure outlined in Appendix 2. If a child's care needs require an individual plan, staff will liaise with parents/carers to establish a Personal Care Plan (see Appendix 2), which sets out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal
- The child's level of ability, i.e. what procedures of personal care the child is able to do themselves
- Any adjustment necessary in respect to cultural or religious views
- Arrangements for external school events and activities
- The procedure for monitoring and reviewing the personal care plan

## Consent for personal care

Parents/carers are required to sign the Personal Care Parent/Carer Consent Form (see Appendix 1) to provide their agreement to this policy, procedures and individual care plan; no personal care will be carried out without prior written parent/carer consent. Consent forms will be stored in a pupils individual record, located in the central office; this information will be made available to anyone working with the child, including cover/agency staff.

If a child requires immediate personal care and parent/carer consent has not been given, parents/carers or other emergency contacts will be contacted by phone to come into school to support their child. The child will be comforted and wait in the designated changing area with staff to preserve dignity until the parent/carer arrives. Parents/carers will follow the procedure outlined in Appendix 4: Procedure for parents/carers that carry out personal care using the school facilities.

If the parents/carers or emergency contacts cannot be contacted a member of the Senior Leadership Team will be consulted. If the child is deemed to be at risk, staff will act appropriately and may need to provide personal care without consent following this policy and the procedure outlined in Appendix 3: Procedure for staff providing personal care in the absence of a parent/carer.

## Good practice guidelines

Any child who requires personal care is treated with respect at all times; we recognise that the child's welfare and dignity is of paramount importance. A staff member who is known to the child will take on the responsibility of carrying out/assisting with the personal care following the procedure outlined in Appendix 2 and 3.

The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities and staff will encourage them to do as much for him/herself as they can. A minimum of two members of staff will be present at all times when personal care is required. Careful consideration will be given to each child's situation to determine if more staff might need to be present.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key adult and at least one other member of staff access the training.

Appropriate terminology for parts of the body and bodily functions will be used by school staff. The terminology school staff will use are: penis, vagina, bottom, poo, pee. This language is clear, direct and avoids confusion. We have taken guidance from the NHS and the RSE curriculum in making these language choices. If a parent feels that their child will not understand this terminology and wishes to use alternative words this needs to be in agreement with the Early Years Lead or the Headteacher.

## Protecting children

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation and/or health, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to a member of the Designated Safeguarding Team for Child Protection.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection Policy).

Appendix 1:

Personal Care Parent/Carer Consent Form

Pupil's Personal Details			
Full name:		Date of Birth:	
Parent/carer name:		Parent/carer name:	
Relationship to child:		Relationship to child:	
Parental Responsibility	Y / N	Parental Responsibility	Y / N

Parent/Carer consent
<p>Please tick to give consent for the following personal care to be carried out in line with this policy and procedures:</p> <p>Personal care is any care which that covers the following areas:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> changing a child's nappy</li> <li><input type="checkbox"/> assisting with toileting issues</li> <li><input type="checkbox"/> assisting a child to change his/her clothes</li> <li><input type="checkbox"/> assisting a child to wash using the school shower</li> <li><input type="checkbox"/> cleaning a child who has wet and/or soiled him/herself, has vomited.</li> <li><input type="checkbox"/> supervising a child involved in personal self-care, if requested, including menstruation.</li> <li><input type="checkbox"/> providing comfort or support for a distressed pupil</li> <li><input type="checkbox"/> assisting a pupil to manage the application of sunscreen</li> <li><input type="checkbox"/> assisting a pupil requiring medical care, who is not able to carry this out unaided</li> </ul>
<p>Details of personal care required outside of the above list, including medical:</p>  
<p>Signed: _____ Print name: _____</p>

Date:

Appendix 2:

Individual Personal Care Plan

Pupil details	
Full name:	Date of Birth:
Parent/carer name:	Parent/carer name:
Diagnosed needs/additional needs:	

Details of the personal care required	
Staff assisting	
Timetable	
Location/equipment	
Alternative arrangements	

Parent/Carer Consent	
Please tick <input type="checkbox"/> I/we give permission for the assistance detailed above to be provided to my/our child, and will advise the school of any change that may affect this plan	
Signed:	Print name:

Date:	Plan review date:
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### Appendix 3:

Procedure for staff providing personal care in the absence of a parent/carer

1. A minimum of 2 members of staff will take the child to the designated changing area within school (the large accessible toilet/shower room located adjacent to the Nursery classroom).
2. Once in the changing area the personal care required will be talked through with the child, which may include one of the following:
  - Assisting the child to change their own wet and/or dirty clothes from blood, vomit or soiling
  - Changing the child's wet and/or dirty clothes from blood, vomit or soiling if they are unable to
  - Assisting the child to use the shower to wash and clean themselves
  - Assisting the child to get dressed following the use of the shower
3. The procedure ensures staff adhere to the following during the personal care:
  - Throughout the personal care staff will wear protective gloves and an apron.
  - The procedure must be discussed in a friendly and reassuring way with the child throughout the process.
  - The child is encouraged to care for him/herself as far as possible.
  - Physical contact is kept to the minimum possible to carry out the necessary cleaning. Consent from the child before making physical contact is sought.
  - The child is clean before they redress themselves.
  - Privacy is given appropriate to the child's age and the situation.
4. Once the child is clean and dressed, a member of staff will walk him/her back to class and record the personal care given using the personal care recording sheets (appendix 5 & 6) and reported to parents/carers at the earliest point and no later than the end of that school day.
5. Staff will dispose of gloves, wipes and nappies in labelled bins for the disposal of soiled waste. Dirty clothes will be put in a labelled bag for the child to take home.

6. Staff will ensure the changing area is clean and that the facilities are left as they were found.

#### Appendix 4:

##### Procedure for parents/carers that carry out personal care using the school facilities

1. Parents/carers will arrive in the main school office and be signed in as a visitor and given a red visitors lanyard to wear.
2. A member of the admin team will walk the parent/carer to the designated changing area to meet their child and school staff. The designated changing area is the large accessible toilet/shower room located adjacent to the Nursery classroom).
3. School staff will explain how to use the facilities, including the shower and provide gloves, aprons or other equipment that is requested and available.
4. Parents/carers will be encouraged to close/lock the changing area door to ensure the child's privacy is respected. School staff will wait outside the bathroom in the foyer.
5. Parents/carers will use the school facilities to dispose of gloves, wipes and nappies but will be asked to take home wet or soiled clothing.
6. Once the child is changed staff will ask the parent/carer to leave the designated changing area and return to the main school office to be signed out. School staff will walk the child back to class and continue with their lesson. In the event that the child needs the parents/carers to settle them back into class the staff member will supervise their return to class and walk the parents/carers to the main school office to be signed out.



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## Appendix 6:

### Information slip for parents

Today (insert child's name) \_\_\_\_\_ has been changed by a member of staff at Barton Park Primary School. They have been changed due to:

- getting wet whilst playing
- getting dirty whilst playing (e.g. using mud kitchen, painting)
- Soiled themselves

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

Staff member signature: \_\_\_\_\_

Any other information: \_\_\_\_\_