



# **ANSTON BROOK AND WOODSETTS FEDERATION**

## **PERSONAL AND INTIMATE CARE POLICY**

## **Personal and Intimate Care Policy**

While many pupils at Anston Brook and Woodsetts Federation can manage their own personal and intimate care needs, there are some pupils who will require help either routinely or occasionally.

### **Definition of Personal and Intimate Care**

Personal and intimate care is any care which most children /young people carry out for themselves, but which some are unable to do due to physical disability, special educational need associated with learning difficulty, medical needs or needs arising from the child/ young person's stage of development.

Pupils may need help with eating, dressing and toileting for example.

### **Aims of Policy**

- To provide every pupil with dignity, privacy, respect and a professional approach from all staff in meeting their needs.
- To safeguard the rights, protection and well-being of pupils.
- To encourage pupils to become as independent as possible.
- To provide guidance to staff when supervising or assisting pupils with toileting, personal hygiene or intimate care procedures.
- To provide staff with protection against accusations of misconduct through a common understanding and agreed procedure.

### **Setting the climate for Personal and Intimate Care**

At Anston Brook and Woodsetts Federation we recognise the principles of Every Child Matters and will:

- Take young people's wishes into account as far as it is possible in meeting their needs.
- Respect the rights of pupils together with their need for support and assistance.
- Respect and ensure privacy, appropriate to the child/young person's age and situation.
- Allow the pupils to assist/care for themselves as far as possible.
- Take into account age, ability, gender, religious and cultural issues.
- Provide care at the point of need and avoid undue delay.
- Use appropriate language for parts of the body and bodily functions.

### **Guidance to staff**

When providing, assisting or supervising individual pupils with intimate care, staff should, wherever possible, ensure that they are within potential sight/hearing of others. Other members of staff may support those providing, supervising or assisting with toileting without being directly involved themselves.

No pupil should be made to feel at fault because of their toileting needs that are as a result of a medical condition or their special educational needs. Staff should reassure pupils that they are 'not in trouble' and that they are there to help.

Staff must conduct themselves in a professional manner at all times and respect the privacy of personal and intimate care situations. They should refrain from discussing these situations unnecessarily with other staff, although some communication about individual pupil's needs and abilities will be needed to ensure that staff can provide appropriate support.

Staff must take every precaution to protect themselves from the risk of infections. Protective gloves and aprons must be worn whenever direct intervention is required. Soiled clothing should be placed in the appropriate bag and sent home. Staff must change their gloves and aprons and wash and dry their hands thoroughly after each and every procedure (sanitizers available).

Staff should talk to pupils throughout intimate procedures using appropriate levels of language in order to explain what they are doing and the reasons in line with Personal Care training provided by Anston Brook and Woodsetts Federation.

All incidents of provision, supervision and assistance with intimate care must be recorded and parents/carers should be informed.

When performing personal and intimate care procedures, staff should feel supported by the school management and receive adequate training in relation to health and safety, manual handling and safeguarding.

When on educational visits out of school, staff must ensure that the personal and intimate care needs of pupils are considered at the planning stage and additional risk assessments written where necessary. It is the responsibility of the group leader to make sure that these needs have been met in line with this policy.

## Conclusion

Matters of personal and intimate care are often considered embarrassing, unpleasant and potentially risky situations. It is our duty as professionals to accommodate all pupils' basic needs and treat them with understanding and respect on such occasions. We should do this with the minimum of disruption and with the cooperation of parents/carers in order to ensure the safety and wellbeing of both staff and pupils.

Policy Reviewed on: July 2017

Policy updated on: November 2016

Policy agreed by: \_\_\_\_\_ (Please sign)

\_\_\_\_\_ (Print name)

\_\_\_\_\_ (Designation)

\_\_\_\_\_ (Date)

Agreed by the Governing Body: \_\_\_\_\_

Policy to be revised on: AUTUMN TERM 2020