



# Supporting Pupils with Personal and Intimate Care Needs Policy

This policy was approved and adopted by  
the Local Academy Board  
on 14<sup>th</sup> March 2024

It will be reviewed in Spring 2026



## **Policy: Supporting Pupils with Personal and Intimate Care Needs**

Approval date: 14<sup>th</sup> March 2024

Review date: Spring 2026

### **1. RATIONALE**

We believe that all children have the right to be treated with courtesy, dignity and respect, and to be able to access all aspects of the curriculum. Some children may require assistance or experience difficulty with intimate care tasks, especially toileting. This policy gives details of the principles and procedures we have in place when personal/ intimate care is required.

### **2. PRINCIPLES**

We recognise that children may be affected by a wide range of conditions and personal needs during their time in school, both long term and short term. We recognise that we have an obligation to meet the needs of children who may have delayed personal development. All children will be treated with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain, and a high level of privacy, choice and control will be given to them. We are committed to providing pupils with support with intimate care needs to ensure their welfare and to help enable them to access the curriculum without impediments. We seek to create the best possible conditions to foster a school community that values the uniqueness of each individual and minimises any barriers so that the potential of everyone is realised, in accordance with the Equality Act 2010.

**At Crawley Ridge Infant School, we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.**

### **3. PROCEDURES / GUIDANCE FOR USE**

#### **3.1 Supporting Children with Personal/ Intimate Care Needs**

Personal care encompasses those areas of physical and medical care that most people carry out for themselves, but which some are unable to do independently because of disability or medical need. It may involve

- Skin care/ applying external medication
- Feeding
- Administering oral medicine
- Hair care
- Dressing and undressing
- Washing non-intimate body parts
- Prompting to go to the toilet



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Children may require help with eating, drinking, washing, dressing and toileting. Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own personal care should therefore be part of a general approach towards facilitating participation in daily life.

Staff should bear in mind the following principles

- Children and young people have a right to feel safe
- Children and young people have a right to an education and schools have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs
- Children and young people should be respected and valued as individuals
- Children and young people have a right to privacy, dignity and a professional approach from staff when meeting their needs
- Children and young people have the right to information and support to enable them to make appropriate choices
- Children and young people have the right to be accepted for who they are, without regard to their gender, ability, race, culture or beliefs
- Children must have the right to express their views and have them heard. Schools must have complaints procedures that children and young people can access
- A child/ young person's intimate/ personal care plan/ EHCP should be designed to lead to independence

We aim to promote personal development, so that children will feel confident and self-assertive. Young people who feel their bodies belong to them are less vulnerable to sexual abuse.

Religious and cultural values must always be taken into account when making arrangements for managing intimate/ personal care needs for children.

We work to establish effective working relationships with parents and carers, and we encourage parents to participate in supporting their children with intimate and personal care.

All adults assisting with intimate/ personal care needs should be employees of the school. In some circumstances voluntary workers may assist, provided they have been trained and have **DBS clearing**, and with the agreement of the Headteacher. (For example, visits to the toilet on off-site trips).

Adults should discreetly notify another member of staff that they are taking a child to carry out any intimate/ personal care procedure, and they should ensure they are not in isolation with the child (e.g. in a closed room), whilst still maintaining privacy for the child. We offer facilities that offer privacy and modesty for the child concerned, for example, toilets near the office area. In EYFS, toilets in the EYFS cloakroom area are used. (The cloakroom doors have glass panels to enable staff to maintain contact with colleagues, and the cubicles offer privacy for children.)

Adults use a positive approach. They should speak to the child by name and explain to the child what is happening in a straightforward and reassuring manner. They should ask the child's permission before undressing them if they are unable to do so unaided, and the child should be encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas and dressing/ undressing.



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### **3.2 Recording events and actions**

A note is sent home to inform the parents/ carers if change of clothes has been necessary. In more extreme cases, (for example if a member of staff is concerned that the child may be in discomfort) parents/ carers are informed by telephone and they will be encouraged to come to school and attend the child's needs themselves.

Should a member of staff become concerned for the child's welfare (for example, if there is a pattern of repeated incidents where the child has needed intimate/ personal care at school, or if they notice any other physical or emotional signs which cause concern) class teachers or the Headteacher should discuss this with parents/ carers. A log may be kept to record repeated events, or where there may be a particular concern. See Annex A. Where appropriate, staff may refer concerns to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

### **3.3 Children in Reception**

Our school reception classrooms do not have dedicated changing facilities. Most children if they require personal and intimate care will be able to stay in reception toilets which will be cleared of children and other staff who are not required to help change children. If a child in reception wears a nappy, they will be brought over to our nursery classrooms and changed in our dedicated changing area. Should a child in reception need to be changed more than once per day, parents will be called to assist with this care at school. Children with an EHCP will be supported further through work with the family and our SENCO.

## **4. MONITORING EVALUATION AND REVIEW**

This policy will be reviewed by all staff and monitored by the Headteacher and by the Local Academy Board on a 2-year rolling cycle.

## **5. LINKS TO OTHER POLICIES**

- Health and Safety Policy
- Equality Information and Objectives
- SEND Policy
- Drug Education Policy
- Emergency Plan
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Needs



**ANNEX A - RECORD OF INTIMATE CARE INTERVENTION**

| Pupil's name:          |      | Class/year group: |                 |                  |
|------------------------|------|-------------------|-----------------|------------------|
| Name of support staff: |      |                   |                 |                  |
| Date:                  |      | Review date:      |                 |                  |
| Date                   | Time | Procedure         | Staff signature | Second signature |
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