

PERSONAL & INTIMATE CARE POLICY

(including cleaning and disposing of bodily waste)

Seymour Primary School


This policy was adopted on: 1st September 2023

It will be reviewed: July 2025

This policy will be reviewed every 2 years

It was published on the school website on: 11th October

It was ratified by Governors on:

Chair of Governors	Name: Simon Mitchell Signature: Date:
Headteacher	Names: Carol Collins & Emma Eardley Signature:  Date: 24th July 2023

PERSONAL & INTIMATE CARE POLICY

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Purpose

All children have the right to be safe and be treated with dignity, respect and privacy at all times. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administration of Medicines policy.

Intimate Care Tasks cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Aims

Unless there is an underlying medical or developmental diagnosis or condition, it is not expected that children will routinely require support with toileting. It is expected that children starting school will have been toilet trained and apart from encouragement, reminding and guidance, will manage their toileting independently. Young children may have occasional 'accidents' that require adult support and this will be handled sensitively and in line with this policy. This policy will ensure that no child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities and no child with a named condition that affects personal development will be discriminated against.

Best Practice

If a child has soiled during school hours

If they are able to clean themselves:

- They will be supported and encouraged by either a teacher, LSA or First Aider. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.
- Parents will be contacted to let them know that their child soiled during the day and that they have managed to clean themselves.
- If a child is unable to clean themselves:
- Parents will be contacted by phone and asked if they are able to come in and clean their child.
- If this is not possible, permission will be sought for members of staff (teacher, LSA or First Aider) to clean their child.

If an adult needs to clean a child:

- 2 adults (teacher, LSA or First Aider) will use the disabled toilet or other suitable area.
- They will use disposable gloves.
- They will reassure the child and deal with the incident sensitively.
- Soiled clothes will be placed in a sealed bag and returned to parents

Partnership with Parents/Carers

Seymour Primary school will work in partnership with parents/carers of children with physical, mental or sensory impairment and underlying developmental diagnosis or conditions that impact on their ability to toilet independently.

We will provide care appropriate to the needs of the individual child and together will produce a care plan detailing:

- What care is required
- Number of staff needed to carry out the task
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect any cultural or religious sensitivities related to aspects of intimate care.

Plans will be monitored and reviewed regularly in accordance with the child's development. Parents/Carers may be asked to supply items e.g. nappies, pull ups, wipes, creams, nappy sacks etc. Adjustments may be needed to the timing of the school day in order to best support the child.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing (dispose of plastic gloves and aprons) and wash themselves thoroughly afterward. Children's soiled clothing will be bagged to go home. Children will be kept away from the affected area until the incident has been completely dealt with.