

## Heptonstall J, I and N School Intimate and Personal Care Policy



This policy should be read in conjunction with the other policies that form part of our overall safeguarding ethos: Protecting and Safeguarding Children, Anti Bullying, Managing Allegations Against Staff, Intimate and Personal Care, Preventing Radicalisation, Medical Conditions, Computing (+ e-Safety) and Social Networking Policies.

### Rationale

All children have a right to safety, privacy and dignity and are entitled to respect and privacy at all times.

Some children who attend Heptonstall School may require some help and support with intimate and personal care including toileting, medical care, feeding, drinking, dressing, undressing and washing. It is essential that intimate and personal needs should be met whilst at the same time allowing the highest standards of safety, privacy, respect and dignity to be maintained. All children dependent on their abilities, age and maturity will be encouraged to act as independently as possible.

The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards. Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and policies and be mindful of the needs of the children with whom they work.

Children who require help and support with intimate and personal care must have an Intimate/Personal Care Plan which is agreed with parents/carers and will be regularly reviewed. Children's views should be actively sought wherever possible.

### Procedures

All adults at Heptonstall School will;

- Adhere to this policy and to Individual Personal Care Plans, Medical, Moving, Handling, and Behaviour Plans where they have been put into place
- Make other staff aware of intimate and personal care tasks being undertaken
- Explain to the child what is happening
- Discuss with line manager, member of the leadership team and parents/carers any variations from the agreed policy or plan and record this
- Ensure that changes to the agreed individual plans are discussed, agreed and recorded
- Avoid any physical contact when children are in a state of undress **unless a need arises which is specified on the Personal Care Plan**. (Or in the case of a Class One child that the Changing Permission slip has been filled in).
- Avoid any visually invasive behaviour
- Announce their intention of entering changing rooms e.g. at the swimming baths, toilet areas and changing areas
- Encourage appropriate behaviour by children with other children and adults at all times

- Behave appropriately with children at all times
- Ensure that toilet doors are closed and screens are pulled over when children are using these facilities
- Use and encourage appropriate language between themselves and children at all times

Adults at Heptonstall School will not;

- Change in the same place as children
- Shower or bathe with children
- Assist with any intimate or personal care task which a child can undertake by themselves
- Engage in inappropriate physical behaviour with children

**Review Framework**

This policy should be reviewed annually (or sooner in the event of revised legislation or guidance) and links to other school policies and statutory responsibilities.

Signed.....Head Teacher

Date.....

Signed.....Chair of Governor

Date.....

Date ratified at Full Governing Body: 15/10/2020

Review Date: October 2022

Reviewed by: Safeguarding Governor

Date of next review: October 2023



## Heptonstall School Intimate/Personal Care Plan

|   |              |
|---|--------------|
| <b>Child's Name</b>   | <b>Date:</b> |
| <b>Main areas of need:</b>  |              |
| <b>Toileting plan:</b>  |              |
| <b>Dressing/undressing plan:</b>  |              |
| <b>Medical plan:</b>  |              |
| <b>See also:</b> <ul style="list-style-type: none"><li>• Moving and handling plan</li><li>• Medical Plan</li><li>• Behaviour plan</li><li>• Feeding/Drinking plan</li></ul> |              |
| This plan was written by _____ on _____   |              |
| Agreed with parents/carers on _____   |              |
| Signed..... Parent  |              |
| Child's views were sought for this plan on _____ (if not, why not)  |              |
| Signed..... Date.....   |              |