INTIMATE CARE POLICY

- Set Sail for Success -

Our Mission Statement
Our learning adventure will see each and every one of us thrive in God's love as we set sail for success.

Policy Consultation & Review

This Policy will be reviewed in **November 2026** or earlier if necessary. This policy is available in hardcopy from the school office on request.
The policy is provided to all staff and should be read in conjunction with the following policies:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- EYFS Policy

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Introduction

At St Mary and St Peter (SMSP) we recognise that all children have different rates of development and differing needs during their time at school. We are committed to inclusive practice and aspirational outcomes which encourage all learners to achieve their full potential, and *'Set Sail for Success'*.

Most children achieve continence before starting full-time school, however with the development of early year's education and the drive towards inclusion, there are children who are not fully independent. Some children remain dependent on long term support for personal care, while others progress slowly towards independence. We see toilet training as a self- care skill that children have the opportunity to learn with full support and non-judgemental concern of adults. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Difficulties with continence severely inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act in *loco parentis* are more likely to achieve their full potential.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing changes of clothing and attending to continence needs of our pupils where necessary.

Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and at SMSP we will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010.
- To provide help and support to pupils in becoming fully independent in personal hygiene.
- To treat continence issues sensitively so as to maintain the self-esteem of the child.
- Work with parents in delivering a suitable care plan where necessary.
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Safeguarding Children Policy).

Pupil Needs

Our Staff work hard to build effective relationships with the parents and carers of the children attending SMSP. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents and carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/ or linked to illness, e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

Care Plans

In our Nursery Class, we anticipate offering additional support to parents and pupils to support potty training in the setting. However, in other year groups where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident'), staff will work with parents/ carers (and health visitors/ school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

Personal Care Procedures

The staff at SMSP will follow agreed procedures (see Appendix A) when attending to the care of continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional accident. These procedures aim to ensure the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected.
Pupils are encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this is normally undertaken by

one member of staff, however, we will ensure that another appropriate adult is aware of the task to be undertaken. Intimate or personal care procedures need not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

Any vulnerability, including those that may arise from a physical or learning difficulty is considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, are actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, such as when changing or toileting.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures to protect both the child and the member of staff. (see Appendix B)

Personal Care Procedures

The staff at SMSP will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Inform another member of staff before attending to the needs of the pupil.
- Use appropriate cleaning products and adhere to health and safety procedures
- Report any marks or rashes to parents and Safeguarding Lead if appropriate
- Record the personal care intervention using Form 3.
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/ carer only when soiling is severe and/ or linked to illness, e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident.
- Soiled continence product used to be double wrapped, and placed in a hygienic disposal unit (identified bin)
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Paper towels available for drying hands.

Appendix 1: Form 1

Personal care management plan

Pupil's Name:	Date of Birth:	Condition:
Summary of Need (Education/Physical):		
Key Concerns:		
Teacher		
Other supporting adult in class		
SENCO		
Pastoral		
Thrive		
Back up Staff		
Safeguarding Precautions and monitoring:		
External Agency Involvement:		
Procedures for monitoring:		
The current plan has been agreed by:		
Key Member of Staff:	Role:	
Signature:	Date:	
Parent:	Role:	
Signature:	Date:	

Appendix 2: Form 2

Toileting Plan

Record of discussion with parents/ carers		
Pupil's Name:	Date of Birth:	Date Agreed:
	Details	Action
Working towards independence: Such as taking pupil to the toilet at timed intervals, using sign of symbol, any rewards used		
Arrangements for nappy/ pad changing: Such as who, where arrangements for privacy		
Level of assistance needed: Such as undressing, dressing, handwashing, talking/ signing pupil		
Infection Control: Such as wearing disposable gloves, disposing of soiled materials		
Sharing Information: Such as if the pupil has a rash, any marks		
Resources needed: Such as special seat, creams, wet wipes, disposable sacks, change of clothes, toilet step, gloves		
Signed: Parent: Key Member of Staff:		Review Date:

c.c. Parent/ carer

Appendix 3: Record of personal care intervention

Pupil's name: _____

Date	Time	Procedure	Staff Signature	Comments