

### Glenfall Primary School

### Intimate & Personal Care Policy

**Date Agreed by Governors February 2020**

**Date of Review February 2023**

# Intimate and Personal Care Policy

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

In this policy we also address the implications involved for children with hearing impairment and children that use hearing aids under Personal Care.

**1. Policy Statement**

**Glenfall School is committed to:**

* Providing intimate and personal care when needed in the event of continence issues.
* Maintain the dignity of the individual.
* Are sensitive to their individual needs and preferences.
* Maximise safety and comfort.
* Protect against intrusion and abuse.
* Respect the parent’s right to give or withdraw their consent.
* Encourage the individual to care for themselves as much as they are able.

**2. Definitions**

2.1 Intimate personal care is hands-on physical care in personal hygiene, and/or physical presence or observation during such activities. It includes:

* Toileting, wiping and care in the genital and anal areas.
* Continence care.
* Menstrual hygiene.
* Dressing and undressing.

**3. Mandatory Procedures**

3.1 All staff should be checked with the vetting and barring scheme of the independent Safeguarding Authority to ensure that there is no reason why they should not work with children.

3.2 Where regular intimate care is required a home school agreement will be sought and the parents asked to give written consent. Where a child has had an accident, school staff under their duty of care will clean up the child and inform the parent of the incident.

3.5 In the case where there is only one member of staff available, children should be cared for in the staff toilets at the main entrance of the school. A second member of staff must be told that this procedure is taking place. The door must be left ajar to protect both child and member of staff. In the case of one off accidents, staff will clean and change the child in the toilets closest to the classroom.

3.6 All waste should be disposed of – all nappy/ pull-ups to be bagged and placed in the appropriate bin in the toilet area.

**4. Recording**

4.1 Where regular intimate care is required, it is essential that staff must have the signed consent of the Parent. The procedures to be followed with regards to specific tasks must be retained on the pupil’s file and

Whenever a task is performed it must be recorded and Parents informed of the action.

**Personal Care**

**Hearing Aids**

Once taught the proper technique by an appropriate person, staff may assist children to insert and adjust hearing aids.

Signed: A Mitchell

Dated: February 2020

Policy to be reviewed: February 2023