



## Glenfall Community Primary School

# Intimate and Personal Care Policy

This policy should be reading in conjunction with:

- Safeguarding Policy
- Anti-bullying and Anti-Hate Policy
- Behaviour Policy
- Early Help Offer
- Disability Discrimination Act (Equal Opportunities)
- Pupil Premium Policy
- First Aid Policy

Policy review:

|                     |                     |
|---------------------|---------------------|
| Staff reviewer      | Glenfall Staff      |
| Governor reviewer   | Bella Chambers      |
| Policy approval     | Full Governing Body |
| Date approved       | March 2025          |
| Frequency of review | Annual              |
| Date of next review | March 2026          |

Document history:

| Version | Issue date | Summary of changes  |
|---------|------------|---|
| 0.1     | 2/3/23     | Revised policy in new format<br>Amendment made to Mandatory Procedures section to clarify best practice procedure |
| 0.2     | March 25   | Revised by staff  |
|         |            |   |
|         |            |   |

## CONTENTS

|                         |   |
|-------------------------|---|
| 1. Our commitment       | 2 |
| 2. Definitions          | 2 |
| 3. Mandatory procedures | 2 |
| 4. Recording            | 3 |
| 5. Hearing aids         | 3 |

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### 1. Our commitment

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. The aim being to safeguard children, parents, staff, and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

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

Glenfall Community Primary 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 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

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

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.

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Intimate and Personal Care Policy Page 2 of 3 Where regular intimate care is required a home school agreement will be sought and the parents asked to give consent via a Microsoft form at the beginning of each academic year.

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.

Staff will encourage each child to do as much for themselves as they can. This may mean, for example giving the child responsibility for washing and dressing themselves. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation and personal/intimate needs to determine how many carers might need to be present when a child is attended to. However, at least two adults should be in attendance. Needs and wishes of children and parents will be considered wherever possible within the constraints of staffing.

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**

Where regular intimate care is required, it is essential that staff must have the consent of the parent. A form is kept with class teachers in Reception and KS1. 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.

#### **5. Hearing aids**

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

