



# Finlay Community School Policy

## **Intimate personal care policy**

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Signed by (SLT and Governors):

Date:

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This policy applies to school staff undertaking personal care tasks with pupils but particularly to those who are in Pre-School and Reception. The normal range of development for this group of children indicates that they may not be fully toilet trained or children that may require support with personal care on either a short or longer term basis due to SEN and disability, medical needs or a temporary impairment.

Finlay Community School are committed to providing personal care that has been recognised as an assessed need or care which has been indicated in the care plan. A care plan is a written agreement between parents/carers and a health professional (or social services) to help manage health day to day.

Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities. Intimate personal care tasks can include:

- Body bathing other than to arms, face and legs below the knee.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.
- Application of medical treatment, other than to arms, face and legs below the knee
- Supporting with the changing of sanitary protection

Schools are not expected to toilet train pupils. Therefore unless a child has a disability, as defined through legislation, it is expected that parents/carers will have trained their child to be clean and dry before the start school.

## **Swimming/P.E**

Please make sure earrings are removed the day of the swimming or P.E lesson as teachers cannot help children do this.

Parents are expected to provide kit for their child. For P.E lessons children will need: shorts, plain T-shirt and trainers/daps. During the winter, you may want to include a tracksuit for your child to wear. For swimming children will need: a swimming costume or pair of trunks, towel and kit bag. Please ensure that all kit clearly named. Children who have forgotten their kit will still be expected to participate. School have a small selection of spare kits that children can use these items are kept in school and washed after every use.



## **Safeguarding**

Schools are required to comply with Section 175 of the Education Act 2002, which requires that the safety and welfare of pupils is promoted. This guidance is not prescriptive but offers advice for good practice based on the practical experience of staff in providing intimate care. Staff should be aware of these guidelines and encouraged to follow them for their own protection as well as for the protection of the pupils. They should also have a good knowledge of the school's Safeguarding Policy (including 'Allegations against Staff'). DBS checks are carried out to ensure the safety of pupils with staff employed in schools. It is essential that safer working practices are adhered to. Section 23 in the DSCF Guidance 'Guidance for Safer Working Practice for Adults working with Children and Young People in Education settings' (March 2009) states that staff should:

Always make other staff aware of the task being undertaken it is essential that the adult who is going to change the child informs the teacher and/or another member of staff that they are going to do this. There is no written legal requirement that two adults must be present. However, in order to completely secure against any risk of allegation, a second member of staff may be present where resources allow.

## **Health and Safety**

At Finlay Community School we promote the good health of children and take necessary steps to prevent the spread of infection, and take appropriate action if children are ill or infectious.

Health and safety procedures are in place for dealing with spillages of bodily fluids such as when a child accidentally wets or soils himself, or is sick while on the premises. The same precautions will apply for nappy/pull ups/changing. This could include:

- Staff to wear fresh gloves while changing a child
- Soiled items are stored or disposed of appropriately
- Toilet/changing area to be left clean

## **Parents as Partners**

Regular consultation and information sharing with parents and carers is essential. Class Teacher will meet with the parents/carers and discuss the needs of the child. Senior leaders must be made aware at this point. This will provide an opportunity to involve other agencies as appropriate, such as a School Nurse or Lead health professional. If the school becomes aware that there is a disproportionate number of children arriving at school who are not yet toilet trained then they are advised to make contact with the child's Health Visitor to discuss their concerns.

If the child or young person has a disability recognised as part of the Disability Discrimination Act, asking or telling parents to come and change their child (unless the parents have expressed a preference for this) or wanting an older sibling to change their sister/ brother is likely to be a direct contravention of The Disability Discrimination Act, as is leaving a child soiled which could place the child at significant risk. Wherever possible the child should be encouraged to do as much as they can for themselves.

