



In our school we love deeply, respecting everyone and treating them with dignity;  
we aspire with confidence, working hard and embracing challenge and  
we serve God and the community, following the example of Jesus, to create a better world.

**Ephesians 5:2 (NLT)**

*“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us”*

## Intimate and Personal Care Policy

### Rationale

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

Adults who work with and support children with toileting needs are expected to take on the responsibility for changing these children and ensuring their comfort and hygiene.

Occasionally a child who attends Latymer All Saints Primary School requires some help and support with intimate and personal care including toileting, medical care, feeding, drinking, dressing, undressing and washing. Very occasionally a child is completely dependent on adults for all aspects of their intimate and personal care. Nonetheless, it is essential that intimate and personal care 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 prolonged or intense support with intimate and personal care must have an Intimate/Personal Care Plan which is agreed with parents/carers and be regularly reviewed. Children's views should be actively sought wherever possible.

### Procedures

All adults at Latymer All Saints Primary will:

- Adhere to this policy and to Individual Intimate and Personal Care Plans
- 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
- Avoid any visually invasive behaviour
- Announce their intention of entering changing rooms e.g. at the swimming baths, toilet 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

## **Nursery**

For children entering Nursery who have not been toilet trained parents are made aware at induction and home visits that Nursery staff will change nappies during the day. In the Nursery there is a dedicated changing area that provides appropriate privacy, but where staff can easily be observed to ensure safeguarding. Staff record on a 'logging sheet' the time and the reason for the nappy change (wet/soiled), so that this can be monitored. All staff have equal responsibility for changing children and are on a duty nappy changing rota.

The Nursery are not required to complete the Intimate and Personal Care Plans for each child they change as this is within their normal range of duties. They are required however to complete a plan, should the child have medical needs associated with their toileting needs.

## **Health and Safety Considerations**

- Staff should ensure that they wear gloves when changing children who have soiled or wet their nappies/pull ups.
- Dirty nappies should be disposed of in nappy bins or in clinical waste 'yellow' bags.
- Any concerning colour/smell or discharge should be reported to welfare

## **Adults at Latymer All Saints Primary School will not:**

- Assist with any intimate or personal care task which a child can undertake by themselves
- Engage in inappropriate physical behaviour with children

Appendix 1 – Personal Care Plan Template

Review Date: September 2024



**Intimate/Personal Care Plan**

Child's Name	Date:
Main areas of need: <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	
Toileting plan:	
Dressing/undressing plan:	
Medical plan(if applicable):	
This plan was written by _____ on _____ Agreed with parents/carers on _____ Child's views were sought for this plan on _____ (if not, why not) Signed..... Date.....	