

St Vincent de Paul Catholic Primary School



Intimate and Personal Care Policy

Based on Hertfordshire County Council Publications:

Continence Guidance for Early Years Settings 07/07/2014

Supporting Children in Nappies 07/07/2014

"We are called to be the hands and face of Jesus, as we learn, love and grow together."

Reviewed: Summer 2015

Next review: Summer 2017 (thereafter annually)

Ratified at Full Governing Body meeting

Signature: Chair of Governors

Date ratified:

Intimate and Personal Care - Policy and Plan

Introduction

From time to time there will be children attending St Vincent de Paul Catholic Primary School requiring some help and support with intimate and personal care. This could include toileting, medical care, feeding, drinking, dressing, undressing and washing. Occasionally we may have a pupil who is completely dependent on adults for all aspects of their intimate and personal care. It is essential that intimate and personal needs should be met whilst at the same time allowing the highest standards of safety, privacy, respect and dignity, to be maintained. All children, regardless of age or special need, will be encouraged to act as independently as possible.

Principles

- All children are entitled to safety, dignity, respect and privacy at all times.
- 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, ensuring that they follow agreed procedures and policies and be mindful of the needs of the children with whom they work.
- Children who require help and support with intimate and personal care must have an Intimate/Personal Care Plan which is agreed with parents/carers and is regularly reviewed. Children's views should be actively sought wherever possible.

Management Procedural Responsibilities

Staff at St Vincent de Paul Catholic Primary School will:

- Adhere to this policy and to the Individual's Personal Care Plan.
- Ensure that there is sufficient staff trained to carry out procedures in case of staff absence and that child and parents/carers are agreeable to another named staff member carrying out the intimate care when necessary.
- Discuss with the line manager, member of the leadership team and parents/carers, any variations from the agreed policy or plan and record such changes.
- Ensure that individual care plans are reviewed regularly with parents/carers, staff and child (if appropriate) and that changes are recorded.
- Use and encourage appropriate language between themselves and children at all times.

- Carry out regular checks that all accessories such as a changing mat, fresh nappies, wipes, cream and spare clothes are always available and stored in an accessible place close to the nappy changing area.
- Ensure that soiled nappies, wipes etc are disposed of hygienically.
- Encourage appropriate behaviour by other children and adults at all times.

Nappy Changing Procedure

- Make other staff aware of intimate and personal care tasks being undertaken.
- Explain to the child what happening i.e. is that they are going to have their nappy changed.
- Wear surgical gloves.
- If possible (and appropriate), ensure that toilet doors are closed and screens are pulled over when the nappy is being changed.
- Encourage the child to be as independent as possible.
- Discourage other children from spectating.
- Check that the changing area is left clean and sanitized.

This policy will be reviewed annually or more frequently if a child with other exceptional needs joins the school.

[See Personal Care Plan \(next page\)](#)

**St Vincent de Paul Catholic Primary School
Intimate/Personal Care Plan**

Child's Name	Date:
Main areas of need: <ul style="list-style-type: none"> • • • 	
Toileting/nappy changing plan:	
Dressing/undressing plan:	
Medical plan:	
Discussed and agreed with parents/carers/child on Date Signed..... Parent/Carer Signed..... Team Leader Signed..... Named Person(s) Any other comments	