



# Intimate & Personal Care Policy

The Franchisee is responsible for the implementation and oversight of this Policy

Approved by:	Senior Leadership Team.	10/11/2022
Reviewed by:	Quality Assurance Manager	10/11/2022
Checked:	Quality Assurance Team	10/11/2022
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This policy will be reviewed every 2 years.

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## **1) Introduction**

Italia Conti Associate schools are committed to safeguarding, and to preserving the dignity, rights, and wellbeing of all children in its care. This may include assisting with a child's toileting needs or supporting changing into costumes for dance shows and productions.

If you feel that your child may require more than this level of support, please have a discussion with the Principal.

Italia Conti Associates expects that all children attending classes are out of nappies and are fully toilet trained.

## **2) Aims**

This policy aims to ensure that:

- Any toileting support, intimate or personal care is carried out properly by staff, in line with any agreed plans;
- the dignity, rights and wellbeing of children are safeguarded;
- pupils with intimate care difficulties are not discriminated against, in line with the Equality Act 2010;
- parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account;
- staff carrying out toileting support, intimate or personal care work do so within guidelines (i.e., health and safety, appropriate manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

## **3) Definition of “Intimate Care”**

Intimate care refers to any care which involves supporting personal care in toileting, washing and / or changing.

## **4) Legislation and statutory guidance**

This policy complies with the statutory safeguarding guidance *Keeping Children Safe in Education* (KCSIE), published on 1st September 2022.

## **5) Role of parents**

### **5.1 Seeking parental permission**

For children who need routine or occasional support with personal or intimate care, e.g., for toileting or toileting accidents, parents will be asked to sign a consent form. See **Appendix 2**.

For children whose needs are more complex or who need particular support outside of what is covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 5.2 below).

Where there is no intimate care plan or parental consent for routine care in place, parental permission will be sought before undertaking any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, permission will be assumed and the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

### **5.2 Creating an intimate care plan**

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there is doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See **Appendix 1** for an Intimate and Personal Care Plan template to see what this will cover.

### **5.3 Sharing information**

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

## **6) Role of staff**

### **6.1 Which staff will be responsible**

Any roles who may carry out intimate care will have this set out in their job description. This includes the Principal, our teachers and teaching assistants.

All staff at the school who support toileting, intimate or personal care will have been subject to an Enhanced Disclosure and Barring Service (DBS) with a Barred List Check before appointment, as well as other checks on their employment history.

### **6.2 How staff will be trained**

Staff will receive:

- training in appropriate support for toileting, intimate and personal care they may undertake;
- regular safeguarding training;
- if necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible.

They will be familiar with:

- the control measures set out in risk assessments carried out by the school
- hygiene and health and safety procedures, including those related to COVID-19
- Italia Conti Associates' Appropriate Physical Contact and Safe Touch Policy

They will also be encouraged to seek further advice as needed.

## **7) Toileting, intimate and personal care procedures (see Appendix 2)**

### **7.1 How procedures will happen**

Guidance on appropriate approaches to supporting toileting is set out in Appendix 2.

Whenever possible and practical, for health and safety and safeguarding reasons, two members of staff are to be present when an intimate care procedure is required. If this is not possible and a single member of staff carries out the procedure, they must report to the Principal directly afterwards when checks and details will be recorded.

- Procedures will be carried out in the disabled access toilet.
- Procedures will be carried out in a COVID-safe way in line with current government risk level and advice, risk assessment and COVID-19 protocol(s).
- When carrying out procedures, the school will provide staff with protective gloves and cleaning supplies as appropriate.
- For pupils needing routine support with toileting, intimate or personal care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as underwear, personal hygiene products, and/or a spare set of clothing.
- Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

## **7.2 Concerns about safeguarding**

If a member of staff carrying out intimate or personal care has concerns about physical changes in a child's appearance (e.g., marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Principal.

If a child makes an allegation against a member of staff, the responsibility for toileting support, intimate or personal care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

## **8) Monitoring arrangements**

This policy will be reviewed by members of the Quality Assurance and Safeguarding teams, every two years.

At every review, the policy will be approved by Senior Leadership Team

## **9) Links with other policies**

This policy links to the following policies and procedures:

*Appropriate Physical Contact and Safe Touch Policy*

*Equal Opportunities Policy*

*First Aid Policy*

*Health and safety*

*Safeguarding and Child Protection Policy*

## Appendix 1: Intimate and Personal Care Plan (Template)

Section 1: Parents/Carers	
Name of child	
Type of intimate or personal care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate and personal care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	



## Section 2: Child

How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date: .....

To be reviewed by: ..... (Print Name).

## **Appendix 2: Intimate care procedures/ toileting procedures**

1. If your child is five years old or under, a staff member will accompany them to the toilet, if an accompanying adult is not available.
2. Our staff will not enter individual cubicles or the sink area, they will stand in the main doorway with their foot propping the door open.
3. Our staff will encourage young children NOT to lock the cubicle door.
4. Our staff will offer verbal reassurance and instruction.
5. If a child needs assistance with clothing, our staff will provide this, but will keep the cubicle door open.
6. Our staff will, whenever possible, provide a small step, so younger children can get onto the toilet themselves.
7. Our staff will, whenever possible, provide a small step, so children can reach the sink to wash their hands.
8. If a child does not require supervision, then they must let the teacher know that they are leaving the class to use the toilet, so that children are accounted for at all times.

If you feel that your child cannot manage with this level of support, then please have a discussion with the Principal.

Children should be encouraged to go to the toilet before the class starts.

**END**