

## **BIST Intimate / Personal Care Policy & Procedure**

### **Aims of the Intimate Care Policy**

- To set clear guidelines for parents & staff on accepted protocols in the provision of intimate care at BIST
- To raise awareness and provide a clear procedure for intimate care
- To safeguard and promote the best interests of the children
- To safeguard adults required to operate in sensitive situations

### **Definition of Intimate Care**

Intimate care is defined as any procedure to intimate personal areas which most people usually carry out themselves, but that some pupils are unable to do because of their age, physical difficulties or other special needs. Examples include care associated with illness, toileting and menstrual management as well as more ordinary tasks such as washing, or dressing. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

### **Mission Statement**

Children's dignity must be preserved and a high level of privacy, choice and control provided to them. Staff who provide intimate and personal care to children must have a high awareness of child protection issues and receive appropriate training from the school nurse.

### **Procedures**

All children who require intimate and personal care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. The child is made aware of each procedure that is carried out and the reasons for it. Staff will encourage each child to do as much for themselves as they can.

- When a child needs help with intimate and personal care the child will be cared for by one adult, with an additional adult present wherever possible.
- Unless in an emergency, only carers known to the child will provide care, guarding against procedures being carried out by a succession of different carers.
- Adults who assist children with intimate care should be employees of the school; not student trainees or volunteers. They should therefore have the usual range of safer recruitment checks and training.
- Over-familiar relationships are discouraged from developing.

### **Early Years and KS1 daily classroom practice**

As a whole, children in Foundation 1 and Foundation 2 have a higher need for intimate/personal care.

- In extreme circumstances when any child requires intimate areas of their body to be cleaned, parents will be contacted confidentially, in person, by telephone or by email if they cannot be contacted by phone. Home/school contact books/email are not appropriate means of communication in these incidents.
- Staff will help and support students in personal cleaning and the changing of clothes in an emergency incident. It is preferable that a parent or carer can attend school as quickly as possible to offer this support to their child however.
- A note on CPOMS must also be kept when a child requires assistance with intimate care; these can be brief, but should include full date, times, staff present and any comments. Record notes as soon as possible following action.
- With parent permission, children in Early Years and KS1 will be supported by an adult where necessary to apply sunscreen and mosquito repellent.
- During swimming lessons children may require adult support when changing their clothing and swimming costumes. Adults may assist children through holding clothing outside of the 'swimming costume' area and with buttons and ties. Appropriate changing facilities for the children will be provided. 2 adults will be present while the EY and KS 1 children are getting changed.
- PE and swimming coaches will support EY and KS1 swimming lessons by getting into the pool with the children.
- Children will not be supported to wipe themselves clean after a typical toilet visit. Children entering Foundation 1 should be capable of using the toilet correctly prior to entry.
- *Students who require regular assistance with intimate care have written Individual Education Plans (IEP) or health care plans agreed by staff and parents.*

### **Comforting children**

Children who are upset or need reassurance can and should be comforted if appropriate. This can be done through hand holding, an arm around the shoulder or a gentle hand on the back. Adults should not have close bodily contact; this includes cuddling, sitting children on their laps or carrying children unless a severe incident necessitates this. Contact will be side on and there will be no bodily contact in the 'swimming costume' area.

### **General points**

- If a child becomes distressed or unhappy about being cared for or comforted by a particular member of staff, reasons should be explored and actions recorded. Parents will be contacted at the earliest opportunity as part of this process in order to reach a resolution.
- Adults should be keenly aware of the possible misinterpretation of physical contact and should conduct themselves in such a way as to prevent misunderstandings.
- The child's needs remain paramount. If a child makes a disclosure or other concerns are raised as part of intimate care procedures, the usual safeguarding procedures will be followed.

Adopted: June 2024

Last reviewed: July 2025 by Mr Robert Snowden. Next scheduled review: July 2026