



**Merchant Taylors'**  
**School**

Ambition | Character | Excellence

# Personal and Intimate Care Policy

**Personal Care Policy**

Author: Headmistress'  
MTGS and MTPS

Last Amended: October 2019

Review: October 2020

## **MTGS and MTPS Personal and intimate Care Policy**

### **Principles of Personal Care**

- Every child has a right to be safe
- Every child has a right to personal privacy
- Every child has a right to be valued as an individual
- Every child has a right to be treated with dignity and respect
- Every child has a right to be involved and consulted in their own personal care to the best of their abilities
- Every child has the right to express their views on their own personal care and to have such views taken into account
- Every child has the right to have levels of personal care that are appropriate and consistent

### **Definition of Personal and intimate Care**

Personal Care includes helping a child for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

Intimate Care is any care which involves washing, touching or carrying out an invasive procedure such as cleaning up after a child has soiled him/herself, and carrying out certain medical procedures to personal intimate areas. Such care will involve procedure to do with personal hygiene and cleaning of equipment associated with the process.

### **Staff**

- Personal care will normally be given to most students by the School Nurse or a First Aider. In the case of younger primary pupils, MTPS teachers and teaching assistants may also sometimes provide personal/intimate care.
- Staff providing personal/intimate care will work in close partnership with parents/carers
- Staff who provide personal/intimate care are fully aware of best practice regarding infection control, for example the need to wear disposable gloves and aprons at all times.
- Staff will adapt their practice in relation to the needs of individual children's personal/intimate care taking into account developmental changes such as the onset of puberty and menstruation when and as appropriate
- Staff should check their practice by asking the child appropriate questions to ascertain that the child is comfortable with the procedures

### **Children**

- Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities.
- Children who require regular assistance with personal/intimate care will have in place written care plans agreed by parents/carers and the School Nurse.
- Children must experience a consistent approach to personal/intimate care procedures. Effective communication is needed between all parties ensures that practice is consistent.

## **Safeguarding**

- The school Safeguarding Policy (and associated policies and guidelines) are available to all staff and must be adhered to.
- All relevant safer recruitment checks are undertaken for staff
- Staff should uphold confidentiality. Sensitive information should be shared only with those who need to know
- Staff should care for a child of the same gender wherever possible
- If a member of staff observes any unusual marking, discoloration or swelling he/she will immediately report the matter to the Designated Safeguarding Lead (DSL)
- The DSL will take appropriate action and feedback as appropriate
- If a child is accidentally hurt during the personal/intimate care, misunderstands, or misinterprets something, reassure the child, and ensure their safety. Report the incident to the DSL immediately. Additionally, if the child's demeanour has changed directly following personal care e.g. sudden distress or withdrawal, this should be reported to the DSL
- Children who require regular personal/intimate care must have care plans in place which are regularly reviewed and updated in consultation with parents and where appropriate medical staff.
- Every child's right to privacy will be respected. Whether one or two members of staff are present during personal/intimate care is dependent on the procedures

## **Record Keeping**

A written record is kept for those who require assistance with personal care including comments such as a change in the child's behaviour. These records are kept in the child's file and are available on request.

## **References**

- Safeguarding Policy
- Health and Safety Policy
- SEND Policy