



West Winch Primary School Basic & Intimate Care Policy 2013

Rationale

All children have a right to safety, privacy and dignity and are entitled to respect and privacy at all times. Occasionally a child 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 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 support with intimate and personal care must have an Intimate/Personal Care Plan which is agreed with parents/carers and regularly reviewed. Children's views should be actively sought wherever possible.

Definitions

Basic Care

Basic Care involves supporting children in a variety of needs, which do not include any form of intimate contact.

Intimate Care

Intimate care involves supporting children with toileting and/or cleaning, where intimate physical contact may occur. This should be undertaken by two adults who are named in the child's individual care plan.

Procedures

Adults at West Winch Primary School will

- Ensure two adults are present for any intimate care.
- Adults involved with any form of basic or intimate care must sign the care record.
- Adhere to this policy and to Individual Personal Care Plans.
- Make other staff aware of intimate and personal care tasks being undertaken.
- Explain to the child what is happening.

- Discuss with the Headteacher, Deputy Headteacher or Senco and parents/carers any variations from the agreed policy or plan and record this and ensure that changes to the agreed individual plans are discussed, agreed and recorded.
- Avoid any unnecessary 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 when children are using these facilities.
- Use and encourage appropriate language between themselves and children at all times

Adults at West Winch Primary School will not

- Change in the same place as children.
- Assist with any intimate or personal care task which a child can undertake by themselves.

Appendix 1

Personal Care Plan Template.

Appendix 2

Basic & Intimate Care Record

Adopted: Spring 2013
Review: As required



Heather Habbin - Chair of Governing Body



Intimate/Personal Care Plan

Child's Name:	Date:
Nominated Carers:	
Main areas of need: • • •	
Detailed plan: (Please refer to any toileting plans, dressing or undressing and medical needs)	
This plan was written by _____ on _____	
This plan was agreed with parents/carers on (date) _____	
The child's views were sought for this plan on (date) _____	
(If not, please state why not):	
Signed (Headteacher) _____	Date _____
Signed (TA Support Staff) _____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
Signed (Parent/Carer) _____	Date _____

West Winch Primary School

Basic & Intimate Care Record



Date/Notes	Basic Care		Intimate Care	
	Signature		Signature 1	Signature 2