



Brindle St. Joseph's  
Intimate Care and Close Personal Contact Policy  
Date: March 2024  
Next review: March 2025



<b>Mission</b>
Together we love, learn, follow Jesus
<b>Vision</b>
At St Joseph's Catholic Primary School, through an open and generous heart, we learn together as a family in faith, following the gospel values of love.
<b>Values</b>
Hope   Thankfulness   Collaboration   Compassion   Friendship   Resilience   Empathy   Creativity   Justice

### 1. Rationale

Intimate care and assistance and activities requiring close personal contact can be identified as any personal care procedure that involves the invasion of an individual's personal space.

In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and consider age, gender, culture and physical and development needs.

The policy has been developed to safeguard pupils and staff and ensure matters of intimate care and close personal contact are dealt with in a consistent and sensitive manner.

Intimate care covers any task that involves the washing, touching or carrying out of a procedure to intimate personal areas and is associated with either bodily functions or personal hygiene such as toileting, washing, dressing and menstrual care. This can be routine or occasional needs such as toileting accidents.

### 2. Purpose

The purpose of the policy is to

- Recognise and identify situations which have elements of intimate or close personal contact;
- Uphold pupils' rights to privacy and dignity;
- Recognise the responsibilities of adults involved;
- Safeguard pupils and adults from any misinterpretation of action;
- Ensure consistency of action whilst being sensitive to individual needs;
- Dispose of waste in an appropriate manner.

### 3. Guidelines

The guidelines should encompass a variety of activities but it must be accepted that there has to be a degree of flexibility and judgement within some situations to meet very individual needs or very particular circumstances. The guidelines should be followed in the context of all school policies, in particular those relating to Health and Safety and Disclosure and Barring Service (DBS) checks.

Staff who provide intimate care will do so in a professional manner, being aware of safeguarding issues and will have had relevant training as necessary.

Parents have a responsibility to make school aware of any known needs relating to their child and where appropriate this should be incorporated into a pupil's Individual Care Plan.

### 4. Safeguarding

All safeguarding concerns must be reported to the person in school designated to deal with such issues. Set procedures must be followed. The Designated Safeguarding Lead is Miss Dewhurst.

Two members of staff must be present if a child needs intimate care in a toilet area and will explain each task as it is carried out, encouraging children to do as much for themselves as they can.

With older children, verbal support should be given from outside a toilet or cubicle. Sanitary products, change of underwear and other items as needed can be provided.

The care given should be recorded on CPOMs.



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## 5. Toileting and Changing

The following points must be taken into consideration by staff carrying out intimate care:

1. The need for privacy whilst being aware of the need to protect pupils from inappropriate touching.
2. The need for privacy whilst being aware of the need to protect staff from allegations of inappropriate touching.
3. Consistency of approach with necessary information, routines and verbal prompts communicated to staff assisting.
4. Awareness of personal hygiene procedures to include the use of gloves, aprons, etc. and emphasise the importance of correct hand washing.
5. Awareness of general hygiene and disposal of waste procedures.
6. Give sufficient time for the pupil to achieve, to be aware of expectations, and be familiar with the type and frequency of prompts.
7. Encourage as much independence as possible, using the progression of skills appropriate to individual need i.e.
  - a. Opportunity
  - b. Dependence
  - c. Co-operation
  - d. Participation
  - e. Supervised independent action
  - f. Independence
8. Agree upon the mix of male/female adult assistance with boy/girl pupils. It may not be appropriate for older boys to be assisted by female support staff.

## 6. Review of Procedure and Protocol

Pupils may have individual bathroom, feeding and physical assistance regimes which will need to be reviewed and amended. Advice from all the appropriate persons will be sought in these circumstances and an intimate/personal care plan or toilet management plan will be drawn up. Individual plans will be created in discussion with parents and health professionals for pupils who are identified as having complex or particular needs and the whole school policy will be amended in response to these changes.

The general policy will be reviewed in accordance with the review of all school policies or sooner if local or national directives impact upon it or the needs of identified pupils change.