



Shalom Noam Primary School

Intimate Personal Care Policy

September 2023

Intimate Personal Care

Date	Review Date	Coordinator	Nominated Governor
15.9.2023	15.9.2025	Mrs Posen	Mrs Nahva Rose

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We understand intimate personal care includes 'hands-on physical care in personal hygiene, and physical presence or observation during such activities.' Intimate personal care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident.

We have a duty to safeguard children and school staff at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school staff.

We wish to work in close partnership with parents/carers and other professionals to ensure continuity of care for pupils.

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At all times we treat all children with respect but especially when intimate care is given. All school staff are sensitive to each child's individual needs and no child will be attended to in a way that causes distress or pain.

We treat every child as an individual treating them gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.

We are aware that free sanitary products will be offered to girls in all primary schools in England from early 2020 under plans announced by the Department for Education. This programme of free sanitary products is already in place in England's secondary schools.

We have a duty to take full account of the religious views and cultural values attached to aspects of intimate personal care with children. Also, to agree with parents, school staff and children the appropriate terminology for private parts of the body and its functions.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To safeguard the rights of children.
- To safeguard school staff trained in intimate care procedures.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed school staff suitably trained in intimate care procedures for children;
- delegated powers and responsibilities to the Headteacher to ensure all school staff and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;

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- Nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school staff, pupils and parents are aware of and comply with this policy;
- ensure all children are treated:
 - with sensitivity and respect in such a way that their experience of intimate care is a positive one;
 - by professionals suitably trained and assessed to be competent to undertake procedures in intimate care.
- have in place an agreement with parents that deals with the procedure for personal care in school;
- ensure risk assessments are:
 - in place and cover all aspects of this policy;
 - accurate and suitable;
 - reviewed annually;
 - easily available for all school staff
- ensure that all school staff fulfil their duties to co-operate with the policy;
- ensure suitable hygiene changing facilities are in place and well maintained;
- ensure essential resources are in good supply;

Role of the Health and Safety Representative

The Health and Safety Representative will:

- ensure that free sanitary products are available at school for those who need to use them;
- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school staff;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;

- review and monitor;

Role of School Staff with Responsibilities for Intimate Care

School staff will:

- receive training in:
 - safeguarding and child Protection
 - health and safety
 - first aid, intimate care procedures
 - toilet training
 - training in moving and handling
 - feeding
 - oral care
 - washing
 - changing clothes
 - first aid and medical assistance
 - comforting and support
 - supervising intimate self-care
- be professional in their duties at all times;
- be respectful of a child's needs;
- preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- be aware of a child's method and level of communication;
- make sure practice in intimate care is consistent;
- be aware of their own limitations;
- promote positive self-esteem and body image;
- report any concerns they have about a child;
- report any concerns they have about a colleague's intimate care practice;
- be aware of the danger of allegations being made against them;
- take precautions to avoid risk;
- be aware of all individual intimate care plans;
- discuss intimate care arrangements with parents/carers regularly;
- record all arrangements of individual personal care plans;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school.
- Complete a tick list each time care is administered. Example of tick list Appendix A

Role of Pupils

Pupils will:

- be aware that free sanitary products are available at school for those who need to use them;
- A dedicated toilet has been appointed to girls in Year 6.
- taking part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy
- advise the school of any known intimate care needs relating to their child;
- be involved with their child's intimate care arrangements on a regular basis;
- inform the school if their child have any marks or rash
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.
- We ask Reception to Year 6 parents,, to sign acceptance to our intimate care policy

Rights of the Child

All children have the right to be treated:

- with sensitivity and respect in such a way that their experience of intimate care is a positive one;
- by professionals suitably trained and assessed to be competent to undertake procedures in intimate care

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school staff;
- Headteacher reports to the Governing Body;

Training

All school staff

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Safeguarding and Child Protection
 - Health and Safety
 - Pastoral Care
 - Hygiene
 - Disposal of Nappies and Personal Protection Equipment
 - Inclusion
 - SEN
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Headteacher:	<i>Closen</i>	Date:	September 2023
Chair of Governing Body:	<i>M. Rose</i>	Date:	September 2023

