



Intimate Care Policy

Policy reviewed: *Spring 2026*
Policy valid until: *Spring 2029*
Policy owned by: *The Headteacher*

Headteacher: _____

For and on behalf of the Governing Body: _____

Personal Care

Personal care encompasses areas of care, which most people normally carry out for themselves. However some pupils are unable to do so because of impairment, disability and stage of maturity. Some children and young people might require help with aspects of personal care e.g. toileting. Principles of personal care can be put into practice by:

- Ensuring privacy appropriate to the child's age and situation
- Allowing and encouraging the child or young person to care for him/herself as far as possible
- Being aware of and responsive to the child's reactions
- Allowing the child or young person a choice in the sequence of care and in some cases the person who provides the care

Good Practice

Providing personal care places staff and carers in a position of great trust and responsibility, they are required to attend to the safety and comfort of the child or young person and must ensure that they are treated with dignity and respect. Activities related to personal care should offer opportunities for the young person's personal development and choice.

Wherever possible, personal care provided to children up to the age of 12, should be carried out by a staff member of the same gender. For teenagers and young people, staff members of the same gender should always provide personal care, except in an emergency or life-threatening situation. The religious and cultural values of children and families must also be taken into account.

The following positive approaches will assist in promoting good practice in personal care:

- Carers should get to know the child beforehand in another context, and be familiar with his/her moods and methods of communication
- Carers should speak to the child personally, by name so that he/she is aware of being the focus of the activity
- Carers should have knowledge and understanding of any religious and cultural sensitivities related to aspects of personal care in respect of an individual child and take these fully into account
- Carers should enable the child to be prepared for, and to anticipate events (while demonstrating respect for his/her body according to the pupils level of understanding) e.g. by giving a strong sensory clue to signal the carers intention
- Carers should ensure that the child or young person's privacy and modesty is respected and protected at all times
- Carers should use appropriate terminology for private parts of the body and functions, this may involve discussion with the pupils parents or guardians
- Carers must always speak to older children in a way that reflects their age.
- Carers must be aware of any changes in behaviour or note any different, or unusual responses, a pupil makes to personal care. In some cases, it may be necessary to record any concerns and report them to the Head teacher

Additional Notes

- The LA needs to clarify to staff that it may be part of their duty to provide personal care for children and young people. In some circumstances a teacher may need to attend to personal care as required in their duty of care. Classroom assistants, as part of their duties, are expected to provide personal care to pupils as required. It is also the LA's responsibility to ensure that staff have police clearance in order to provide personal care.
- **Staff, who are awaiting police clearance, or volunteers working in schools, must not attend to any aspects of personal care.**
- Some children e.g. non-ambulant children, uncooperative/unpredictable children or some children with autism etc, will need to be properly risk assessed with regard to health and safety, or manual handling issues.
- Risks from blood or other body fluid borne pathogens (HIV, Hepatitis etc) will also need to be risk assessed appropriately.
- Protective clothing, appropriate safe disposal of clinical waste and suitable facilities all need to be available and in place.