

## Holway Park Primary School & ASC Base

### Personal Care Guidelines

Personal care can involve both intimate and non-intimate care.

#### **Definition of Intimate care:**

Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body. Everyone has the right to be safe and to be treated with dignity and respect. Staff involved with intimate care of learners need to be sensitive to individual needs. Staff also need to be aware that some adults may use intimate care, as an opportunity for abuse. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

#### **Definition of Non-Intimate Care:**

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation. Examples include, feeding, administering oral medication, dressing and undressing (clothing), washing non-intimate body parts and prompting to go to the toilet.

Holway Park School has an obligation to meet the needs of children with delayed personal development (including incontinence) in the same way as they would meet the individual needs of children with delayed language, or any other kind of delayed development.

Holway Park School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. There are also duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

During the transitional home visit staff meet with parents/carers to discuss the child's needs and their approach to nappy changing. Obviously, staff should be aware of cultural and religious practices and the wishes of the parents/carers. Wherever possible, to avoid distress or confusion to the child, practice should be the same at home and in the setting.

**Staff should be mindful of the need to preserve the dignity of the child.**

Where needed staff should record times/frequencies of nappy changing and note any concerns (for example unusual bowel movement), which should be reported to parents/carers when the child is collected.

Staff should consider strategies for supporting children in developing independence through toilet training in partnership with parents, when this is developmentally appropriate for the child.

These guidelines and procedures apply to a range of circumstances, for example:

- When an individual has wet or soiled themselves
- When an individual has vomited on themselves
- When an individual is menstruating
- When an individual has become dirty or wet from involvement in play or learning activities, for example; painting, water play or woodlands
- When an individual requires support and assistance changing for physical activities.

The following are the fundamental principles upon which the school practice is based:

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

#### **Resource requirements to support personal care**

- hot running water and soap (antibacterial where possible)
- toilet rolls
- wipes
- paper towels
- disposable gloves
- nappy bags/sacks
- cleaning equipment
- lidded bin
- a supply of spare underwear, clothing and wipes.

Checks will need to be made beforehand to ensure that there are suitable facilities for intimate care available for any activities away from the main setting.

#### **Safeguarding**

At Holway Park we will:

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- be aware of any record keeping requirements,
- follow procedures and guidelines for intimate care
- carry out a risk assessment of the toileting process and areas used
- be mindful and considerate of the emotional strain of not being continent and relying upon others for personal hygiene support

- encourage individuals to undress and dress themselves as much as possible. Should help be needed, staff will first ask permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- involve the individual as far as possible in his or her own hygiene routines
- ensure staff are familiar with the safeguarding policy including the section on allegations against staff
- Where needed and requested, ensure another member of staff is present
- Be sensitive to an individual's preference about who supports them with their hygiene routines. Particular sensitivity is needed around individuals having a gender preference.
- ensure all staff are up to date with their safeguarding training. Any unusual markings, discolouration's or swelling, including the genital area, will be reported immediately to the DSL
- If, during the intimate care of an individual, staff accidentally hurt them, the individual will be reassured, ensuring their safety and the incident reported immediately to the DSL and line manager.

### Aims

- To ensure that staff are aware of agreed practice and the planning process involved, and are able to implement them.
- To ensure that where possible all intimate care plans are written involving the pupil, family and agencies involved.
- All Pupils who require regular assistance with intimate care have written intimate care plans agreed by staff, parents/carers.
- Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate.

The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips. Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.

There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages and mental capacity. The religious views, beliefs and cultural values of children and their families should be

taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Adults who assist pupils with intimate care should be employees of Holway Park School, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know. No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Additional Care Needs Pupils who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IEP or care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. The physiotherapist should observe the member of staff applying the technique.

Pupils might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the medical care plan and will only be carried out by staff who have been trained to do so. Medical care plans should include specific information for those supporting children with bespoke medical needs.

Any members of staff who administer first aid will be appropriately trained. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

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