



INTIMATE AND PERSONAL CARE POLICY **Lower, Middle and Upper Prep**

Review date: January 2026

Next review date: January 2027

Staff responsible: Lindsey Fidrmuc (Deputy Headteacher & SENDCO)

Chair of Directors: Ben Whitchurch

This policy is to be read in conjunction with the following St George's policies:

- Early Years Intimate and Personal Care Policy
- Equality and Diversity Policy
- PSHE and RSE policy
- SEND Policy
- Sickness Policy
- Medical and First Aid Policy
- Mental Health and Wellbeing policy
- Safeguarding Policy
- Child Protection Policy

Rights Respecting School Statement

Our school's vision and values have, at their heart, the importance of treating each other as we would want to be treated ourselves. This is one of the reasons why the work of UNCRC and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child. This policy links specifically to the following articles:

- **Article 3:** Best interests of the child
- **Article 4:** Making rights real
- **Article 12:** Respect for children's views
- **Article 16:** Right to privacy
- **Article 19:** Protection from harm
- **Article 34:** Protection from sexual abuse

Overview

This policy applies to all staff involved in providing personal care to children. Some pupils may require support with personal care on a short-term, long-term, or ongoing basis due to SEND and disability, medical needs, or temporary impairment.

The Headteacher is responsible for ensuring that all staff read, understand and follow this policy.



Introduction

St George's Preparatory School is committed to ensuring that all staff who provide intimate or personal care do so in a professional, respectful, and sensitive manner at all times. Children must be treated with dignity; no child should experience distress, embarrassment, discomfort, or pain when receiving care.

- Children's privacy will be protected, and they will be offered choice and as much control as possible.
- Staff who provide intimate care must maintain a high level of safeguarding awareness and work in partnership with parents and carers to ensure consistent practice.

Definition of Intimate and Personal Care

Intimate care refers to support with personal hygiene, bodily functions or medical needs that may involve direct or indirect contact with, or exposure of, private areas of the body.

Intimate care includes:

- feeding
- oral care
- washing
- changing clothes
- toileting, including cleaning after soiling
- first aid and medical assistance
- menstrual management
- supervising a child undertaking intimate self-care

Principles

This policy is underpinned by the following principles:

- 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 dignity and respect.
- Every child has the right to be involved and consulted in their own care to the best of their abilities.
- Every child has the right to express their views about their care and for those views to be considered.
- Every child has the right to appropriate and consistent levels of intimate care.
- Every child has the right to give or withdraw consent for intimate care.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable.

Planning and Consent

- Any vulnerability (e.g., arising from a physical or learning difficulty) should be considered when formulating an individual care plan.
- The views of parents/carers and the pupil (regardless of age or understanding) should be actively sought when formulating and reviewing care plans.
- Where anticipated, intimate care arrangements should be agreed in advance between school and parents and, where appropriate, with the child.
- Only in an emergency would staff undertake any intimate care that has not been pre-agreed; parents will be contacted immediately afterwards.



Privacy, Supervision and Good Practice

Pupils are entitled to privacy and respect at all times, especially when undressed (e.g., changing, toileting, showering). A member of staff will be present in a separate area of the changing room to ensure behaviour is appropriately supervised.

Staff should:

- Make other staff aware of the task being undertaken.
- Explain to the pupil what is happening before a care procedure begins.
- Consult colleagues where any variation from the agreed procedure/care plan is necessary, record the justification, and share this information with the pupil and their parents/carers.
- Avoid visually intrusive behaviour in changing areas.
- Announce their intention before entering changing/toilet areas.
- Consider the supervision needs of pupils and only remain in the room where the pupil's needs require this.

Adults must not:

- Change or use the toilet in the presence or sight of pupils.
- Shower with pupils.
- Assist with intimate or personal care tasks which the pupil is able to undertake independently.

Appropriate levels of supervision must be maintained to safeguard pupils, meet health and safety requirements and prevent bullying or teasing. Supervision should be age-appropriate and sensitive to the potential for embarrassment.

Health and Safety and Infection Control

- Staff must always wear gloves and, if necessary, an apron when dealing with a child who is bleeding or soiled, or when changing a child.
- Any soiled waste should be double-bagged and placed in a bin immediately.
- The bin should be emptied daily and can be collected as part of the usual refuse collection service, as this waste is not classed as clinical waste.
- Hot water and soap must be available for handwashing as soon as possible after care; paper towels should be used for drying hands.
- In the event of a spillage of bodily fluids, the cleaning team must be informed.

Partnership with Parents and Carers

Partnership with parents is central to effective practice at St George's. Much of the information needed to make intimate care as comfortable and consistent as possible is provided by parents.

- Regular consultation and information sharing are essential.
- In a small number of cases, management of personal care may be clarified via a Toilet Management Plan or Health Care Plan.

Confidentiality and Information Sharing

Confidentiality is essential. Sensitive information about a child should be shared only with those who need to know, such as parents or staff directly involved in the child's care.

- Where staff have concerns about a child's wellbeing or safety arising from a child's disclosure or an observation, the DSL must be informed.
- This may trigger procedures set out in the Child Protection Policy.



- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated, outcomes recorded and parents/carers contacted at the earliest opportunity.
- Staffing schedules will be altered as needed until issues are resolved.
- All matters of intimate care will be handled sensitively and confidentially, maintaining the young person's privacy and dignity at all times.
- If a staff member has concerns about a colleague's intimate care practice, they must report this to the DSL (Designated Safeguarding Lead).

Resources and Facilities

- Spare clothing and underwear are available in Nursery, Reception and with individual class teachers.
- Sanitary products and disposal facilities are available in the medical room.
- Nappy bins are provided in early years.

Residential and Off-Site Visits

Staff must take particular care when supervising pupils in the less formal context of residential settings and when in loco parentis.

- Although relationships may feel more informal, the standard of professional behaviour remains the same as in school.
- Increased vigilance may be required to monitor behaviour and ensure safety.
- Staff should exercise caution so that pupils are not compromised and staff do not attract allegations of intrusive or abusive behaviour.

Review

This policy will be reviewed annually.



Appendices:

Outside Agencies

- Educational Psychologist (EP)
- Multi-agency Support Hub (MASH)
- Early Help (EH)
- Team Around the Child
- Jersey Childcare Trust (JCT)
- Speech and Language Therapy (SALT)
- Occupational Therapy (OT)
- Physiotherapy
- Behavioural Specialist
- Paediatrician
- Child and Adolescent Mental Health Service (CAMHS)
- Hearing impaired /Audiology Department
- Visually Impaired Department
- Autism Jersey