



Diocese of Norwich
Education and
Academies Trust

The Nar Valley Federation of Church Academies

Basic and Intimate Care Plan Policy

Policy Type:	Nar Valley Federation Policy
Approved By:	Standards Committee LGB
Approval Date:	11/07/2017
Date Adopted by LGB:	11/07/2017
Review Date:	June 2020
Person Responsible:	Headteacher

Rationale

All children have a right to safety, privacy and dignity and are entitled to this at all times. Occasionally a child requires some help and support with intimate and personal care which can include toileting, medical care, feeding, drinking, undressing and washing.

Very occasionally a child may require assistance with their personal and intimate care needs. At all times the adults involved in assisting a child should maintain the highest standards of safety, privacy, respect and dignity of the child. All children, dependent on their abilities, understanding and maturity will be encouraged to act as independently as possible. The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards. Adults need to be vigilant about their own behaviour, and ensure they follow agreed guidelines and policies and be mindful of the needs of the children with whom they work.

Children who require help and support with intimate and personal care must have an Intimate/Personal Care Plan which is agreed with parents/carers and regularly reviewed. Children's views should be actively sought wherever possible.

Definitions

Basic Care – This involves supporting children in a variety of needs, which do not include any form of intimate contact.

Intimate Care – This involves supporting children with toileting and/or cleaning, where physical contact may occur. This should be undertaken by adults named in the child's individual care plan. If a child requires changing, then it is parents/carers responsibility to provide the school with nappies (ideally pull ups), wipes and nappy bags. The school will provide aprons (where required) and gloves.

Procedures

Adults working for The Nar Valley Federation of Church Academies will:

- Adhere to this policy and to Individual Intimate Care Plans
- Adults involved with any form of intimate care must sign the care record and detail care provided
- Make other staff aware of intimate and personal care tasks being undertaken
- Discuss with their line manager, member of the Leadership Team and parents/carers, any variations from the agreed policy or plan and record this
- Ensure any changes made to the Intimate Care Plan are discussed with parents, agreed and recorded
- Wear appropriate protective equipment, e.g gloves and where necessary aprons, which will be provided by the school
- Explain to the child what is happening at all times
- Avoid any unnecessary physical contact when children are in a state of undress
- Avoid any visually invasive behaviour
- Announce their intention of entering changing rooms e.g at the swimming pool or in toilet areas
- Encourage appropriate behaviour by children with other children and adults at all times
- Behave appropriately with children at all times
- Ensure that toilet doors are closed when children are using these facilities
- Use appropriate language between themselves and children at all times

Adults at The Nar Valley Federation of Church Academies will not

- Change in the same place as children
- Shower or bathe with children
- Assist with any intimate or personal care task which a child can undertake by themselves
- Engage in inappropriate physical behaviour with children

Appendix 1 – Personal Care Plan Template

Appendix 2 – Basic and Intimate Care Record Template

This plan was written by (name) Date

This was agreed with parents/carers on (date)

Child's views were sought for this plan on (date)
(If not sought, please state why)

Signed..... Date..... (Headteacher)

Signed Date (Teachers/Support Staff)

Signed Date (Support Staff)

Signed Date (Support Staff)

Signed Date (Support Staff)

Signed Date (Parent/Carer)

Appendix 2

Basic and Intimate Care Record

	Mon Am	Mon Pm	Tues Am	Tues Pm	Wed Am	Wed Pm	Thurs Am	Thurs Pm	Fri Am	Fri Pm	Notes
Date:											
Time:											
Time:											
Time:											
Time:											
Time:											
Key: Changed = C Wet = W Soiled = S Tried toilet sitting = SI Tried toilet standing = ST Success toilet = TW (toilet wet), TS (toilet soil)											