

St. Michael Catholic Primary and Nursery School

Personal Care And Intimate Care Policy



"I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

Policy Statement

At St Michael Catholic Primary and Nursery School, we are committed to safeguarding and promoting the welfare, dignity, privacy and independence of all pupils.

Personal care and intimate care are essential aspects of safeguarding and may be required by some pupils due to age, disability, medical needs, developmental stage or other additional needs.

The school will ensure that all personal and intimate care is delivered sensitively, respectfully and professionally, with the child's welfare, dignity and wellbeing at the centre of all decision-making.

This policy provides guidance for staff, parents and carers and should be read alongside:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Supporting Pupils with Medical Conditions Policy
- Medical and First Aid Policy
- SEND Policy
- Equality Policy
- Health and Safety Policy
- Whistleblowing Policy

Child-Centred Principles

At St Michael Catholic Primary and Nursery School we believe that:

- Every child has the right to be safe.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be valued as an individual.
- Every child has the right to privacy.
- Every child has the right to be involved in decisions about their personal care wherever possible.

- Every child has the right to be supported in developing independence.
 - Every child has the right to receive care that is sensitive to their beliefs, culture, needs and preferences.
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Definition of Personal and Intimate Care

Personal and intimate care refers to any care involving washing, touching or carrying out procedures to private areas of the body that most people usually carry out themselves.

This may include:

- Toileting.
 - Continence support.
 - Changing clothes.
 - Nappy changing.
 - Menstrual care.
 - Washing and personal hygiene.
 - Support with dressing and undressing.
 - Assistance following accidents or illness.
 - Certain medical procedures.
 - Supervision of pupils carrying out personal care independently.
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Principles of Good Practice

The school will:

- Treat all pupils with dignity and sensitivity.
- Promote independence wherever possible.
- Respect privacy.
- Listen to pupils' views and preferences.

- Work in partnership with parents and carers.
- Maintain accurate records where appropriate.
- Follow safeguarding procedures at all times.
- Ensure staff receive appropriate training.

The least intrusive level of support will always be provided.

Individual Personal Care Plans

Where a pupil requires regular support with personal or intimate care, an Individual Personal Care Plan (or Individual Healthcare Plan where appropriate) will be developed.

Plans will normally include:

- Nature of care required.
- Level of support required.
- Staffing arrangements.
- Medical information.
- Toileting or continence arrangements.
- Equipment requirements.
- Infection control arrangements.
- Parental contact arrangements.
- Educational visit considerations.
- Review dates.

Parents, carers and relevant professionals will be involved in creating and reviewing plans.

Plans will be reviewed annually or sooner if needs change.

Toileting and Continence Support

The school recognises that some pupils may require assistance with toileting or continence for a variety of reasons.

Support will be provided:

- Sensitively.
- Respectfully.
- In line with agreed care plans.
- In a manner that protects privacy and dignity.

The school will work closely with parents and carers to support pupils in developing independence where appropriate.

Accidents are managed discreetly and compassionately.

Nappy Changing

Where nappy changing is required, procedures will follow:

- Agreed personal care plans.
- Infection control guidance.
- Safeguarding practices.

Only authorised members of staff will undertake changing duties.

All waste will be disposed of appropriately and safely.

Menstrual Care

The school recognises that some pupils may require support with menstrual care.

Appropriate arrangements will be discussed with parents and carers and documented where required.

Staff supporting pupils will do so sensitively, respectfully and in accordance with safeguarding procedures.

Medical Procedures

Certain pupils may require assistance with medical procedures.

Medical procedures will only be undertaken:

- By appropriately trained staff.
- In accordance with medical guidance.
- In accordance with Individual Healthcare Plans.
- Following parental consent where appropriate.

The school will ensure that staff receive appropriate training before carrying out any agreed medical procedures.

Physiotherapy and Physical Support

Some pupils may require physiotherapy or physical support programmes.

Such support will only be provided where:

- Appropriate professional guidance has been received.
- Staff have received suitable training.
- Programmes have been agreed with relevant professionals.

School staff will not devise physiotherapy programmes independently.

Safeguarding

Personal and intimate care is an important safeguarding responsibility.

The school recognises that pupils who require intimate care may be particularly vulnerable.

Staff must:

- Follow safeguarding procedures.
- Follow the Staff Code of Conduct.
- Report concerns immediately.

- Remain professionally curious.
- Maintain appropriate professional boundaries.

Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL).

Communication with Pupils

Staff will:

- Explain what they are doing.
- Use age-appropriate language.
- Seek consent where appropriate.
- Respect the pupil's wishes where possible.
- Encourage pupils to communicate concerns or preferences.

Pupils should never be rushed, shamed or made to feel embarrassed.

Privacy and Dignity

Every effort will be made to preserve privacy and dignity.

This includes:

- Using appropriate facilities.
- Limiting the number of adults involved.
- Respecting pupils' preferences where possible.
- Ensuring conversations remain respectful.

Care should be delivered in a manner that supports self-esteem and confidence.

Infection Control and Hygiene

Staff providing personal care must follow infection control procedures.

This includes:

- Wearing gloves where appropriate.
- Wearing aprons where appropriate.
- Appropriate handwashing.
- Safe disposal of waste.
- Cleaning equipment and facilities appropriately.

All staff will receive relevant guidance as part of their training.

Staff Responsibilities

Staff involved in personal care must:

- Follow this policy.
- Follow agreed care plans.
- Maintain professional boundaries.
- Respect confidentiality.
- Report concerns promptly.
- Participate in training.
- Record significant incidents appropriately.

Staff should not use personal mobile phones, cameras, smart watches or recording devices whilst carrying out personal or intimate care.

Record Keeping

Records should be maintained where significant support is provided.

Records may include:

- Date and time.
- Nature of support provided.

- Staff involved.
- Any concerns noted.
- Communication with parents or carers.

Records should be stored securely in accordance with data protection requirements.

Working with Parents and Carers

The school recognises that partnership with parents and carers is essential.

Parents and carers are expected to:

- Provide relevant information.
- Inform the school of any changes to medical or care needs.
- Participate in reviewing care plans.
- Supply required resources where agreed.

The school will communicate openly, respectfully and sensitively regarding personal care arrangements.

Training

Staff undertaking personal or intimate care will receive appropriate training.

Training may include:

- Safeguarding.
- Personal care procedures.
- Infection control.
- Manual handling.
- Medical conditions.
- Intimate care guidance.
- Continence support.

Training will be reviewed regularly.

Equality and Inclusion

The school recognises its duties under the Equality Act 2010.

Reasonable adjustments will be made for pupils with:

- SEND.
- Disabilities.
- Medical conditions.
- Additional needs.

The school will ensure that personal care arrangements support equal access to education and school life.

Monitoring and Review

The implementation of this policy will be monitored by:

- Headteacher
- Designated Safeguarding Lead
- SENDCo
- Relevant Senior Leaders

Monitoring may include:

- Review of care plans.
- Record audits.
- Staff feedback.
- Parent feedback.
- Safeguarding reviews.

This policy will be reviewed annually or sooner if guidance, legislation or need dictates.

Policy Review

Through this Personal Care and Intimate Care Policy, St Michael Catholic Primary and Nursery School seeks to ensure that every child receives care that is safe, respectful, dignified and centred on their individual needs, enabling them to flourish and experience life in all its fullness.