



Wayland Junior Academy Watton

# BASIC AND INTIMATE CARE POLICY

SEPTEMBER 2017

REVIEW: SEPTEMBER 2018

# Basic and Intimate Care Policy

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## Policy

### Rational

All children at Wayland Junior Academy Watton have the right to be safe , 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 encourage acting 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, 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

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

#### Intimate Care

Intimate care involves supporting children with toileting and/or cleaning, where intimate physical contact may occur. This should be undertaken by two adults who are named in the child's individual care plan.

### Procedures

Adults at WJAW will

- Ensure two adults are present for any intimate care.
- Adults involved with any form of basic or intimate care must sign the care record.
- Adhere to this policy and to Individual Personal Care Plans.
- Make other staff aware of intimate and personal care tasks being undertaken.
- Explain to the child what is happening at all times. Discuss with the Principal, or SENCO and parents/carers any variations from the agreed policy or plan and record this and ensure that changes to the agreed individual plans are discussed, agreed and recorded.
- Avoid any unnecessary physical contact when children are in a state of undress.

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- Avoid any visually invasive behaviour.
- Announce their intention of entering changing rooms e.g. at the swimming baths, 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 and encourage appropriate language between themselves and children at all times.

### Appendix 1

Personal care plan template

### Appendix 2

Basic and personal plan template

Signed by The Principal



Signed by Chair of Governors:



Date: 6-9-2017

# Basic and Intimate Care Policy

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## Intimate and personal care plan

Child s name	DATE
Nominated Carers Names	
Main areas of need. 1. 2. 3. 4.	
Detailed Plan (please refer to any toileting, dressing undressing and medical needs)	
This plan was written by _____ date _____	
This was agreed with parents/carers on (date) _____	
The child's view were sought for this plan on (date) _____ (If not please say why)	
Signed Head teacher _____ date _____	
Signed TA Support Staff _____ date _____	
_____ date _____	
_____ date _____	
Signed by parents/carers _____ date _____	

# Basic and Intimate Care Policy

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## Basic and Intimate Care Record

Date and Notes	Basic Care Signature 1	Intimate Care Signature 1	Intimate care Signature 2

