



Personal Assistance/ Intimate Care Policy

Definition

Personal care can involve anything which is an invasion of bodily privacy or may be a potential source of exposure and embarrassment. It may include washing, toileting, changing clothes and meal-time support.

Principles

- The child's needs for dignity and privacy is the first consideration.
- The child has a choice about who they would like to assist them where possible.
- Personal assistance will always be undertaken with tact, sensitivity and in an unhurried manner.
- Staff will never carry out a personal task for a child that they can do for themselves
- Staff will have appropriate skills and training

Disabled Children

For children with some types of impairments, a personal assistance plan should be drawn up with the full involvement of the child and their parent.

Things to consider

- Staff recruitment – qualifications, DBS disclosure
- Cultural requirements
- Using appropriate language and/ or methods of communication.
- Toilet and washing facilities should be designed to provide privacy to individual children
- Unless a child has a particular need, staff should not accompany them into the toilet.
- Staff should make known to another staff member that they are accompanying a child to the toilet. They should be aware of the possibility of a child misunderstanding their actions or making a false accusation.

How to put this into practice

1. When registering a child with the pre-school, identify the need for personal assistance.
2. The member of staff (key worker) who will be supporting the child should meet with the child and parent/carer to discuss the individual need of the child and how to best meet them. Any limitations of the setting should be made clear i.e. if there is no separate room to ensure privacy.
3. Whenever possible a key worker system should be used. This will enable the child to develop a positive trusting relationship with their worker who might also be the person carrying out personal assistance for that child.
4. When possible the child should be able to choose the worker they prefer, who will carry out personal assistance tasks.
5. Personal assistance should always be undertaken with tact, sensitivity and in an unhurried manner.
6. Information concerning individual children should be confidential.
7. **A personal assistance plan** should be drawn up to include agreement about the following issues:
 - a. The person/s identified to carry out personal care.
 - b. Details of what care is needed.
 - c. How they are will be carried out (note of any cultural requirements).
 - d. Language - the words used by the child for body parts and functions that the worker will need to know. Workers can let the children know of other terms for body parts in agreement with the parent/carer.
 - e. Each child's communication needs should be considered. We will plan how the child's needs are to be met.
 - f. Plans should be reviewed regularly i.e.: before a new term or holiday period. It should be re-drafted and agreed by all relevant parties as required.