



*Sacred Heart Catholic Primary  
School and Nursery*

*Windermere Road,  
Southend on Sea, Essex, SS1 2RF  
01702 534546*

*office@sacredheart.southend.sch.uk*



Dear Parents and Carers,

**Intimate and Personal Care Policy**

All children at Sacred Heart School have the right to safety, privacy and dignity and are entitled to this at all times. Very occasionally, a child may require assistance with their intimate and personal care: this can include nappy-changing, toileting, medical care (including applying creams), feeding, drinking, undressing and washing. Intimate personal care is understood to be 'hands-on physical care in personal hygiene or care, and physical presence or observation during such activities'. I am writing today to advise you of our procedures in this respect.

As far as possible, children will manage their own intimate care. It is only *very* occasionally that children may require physical support or presence from adults in order to meet their basic intimate needs.

Sometimes this support may be **planned**, when a known need has been highlighted by parents. At other times, this support may be **unplanned** (e.g. when a child has had a toileting 'accident'):

- When there is a *known* need for adult support with intimate and personal care, class teachers will meet with parents to plan and agree an Intimate and Personal Care Plan.
- When there is an *unplanned* need for adult support with intimate personal care (e.g. during a one-off incident), adults will only offer the assistance needed to enable pupils to feel safe and appropriate to the child's age and situation.

When such support is given, a record of intimate care will be kept. Parents will be informed if intimate care has been administered - we will send out notification of this to assure you that the matter was dealt with swiftly and sensitively and in accordance with our Intimate Personal Care Policy.

At all times, children will be treated with sensitivity and respect in such a way that their experience of intimate care is a positive one. Adults involved in assisting a child will be suitably trained in how to undertake procedures in intimate care.

For further information, our Intimate Personal Care Policy is available via our school website.

Yours Sincerley

Mrs Janet Mullally  
Deputy Headteacher



*Executive Headteacher: Mrs Sally Nutman  
Part of the Assisi Catholic Trust Ltd,  
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW  
Registered in England. Company No-07696989*