



Category: Non-Statutory	Approved by: Full Governing Body
Approved: June 2022	Next Approval due: June 2025
Initial Review by: Safeguarding Lead Governor & Headteacher	Formal Review by: Teaching Learning & Care Committee
Linked Policies: Child Protection and Safeguarding Policy, Health and Safety Policy, SEND (Special Educational Needs & Disabilities) Policy	

## Woolhampton CE Primary School Intimate Care Policy

### Our Christian Vision:

*Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed all and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for everyone.*

Headteacher	Sign & Date:	
Chair of Governing Board	Sign & Date:	

## **1. Introduction**

- 1.1 Woolhampton CE Primary School is committed to safeguarding and promoting the welfare of children.
- 1.2 We recognise that all children have different rates of development and differing needs during their time at school.
- 1.3 All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of school life.
- 1.4 Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most children usually carry out themselves, but some children are unable to do so because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of children involved in intimate self-care.

## **2. Aims**

- 2.1 To recognise that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity are of paramount importance. No child should be attended to in a way that causes distress or pain and issues relating to intimate care should be treated sensitively to maintain the self-esteem of the child.
- 2.2 To ensure that children with issues relating to intimate care are not discriminated against in line with the Equalities Act 2010.
- 2.3 To ensure that all staff responsible for the intimate care of children will always undertake their duties in a professional manner and that they work within guidelines that protect themselves and the children involved. It is acknowledged that these adults are in a position of great trust.
- 2.4 To ensure that staff work in close relationship with parents/carers to share information, provide continuity of care and, where necessary, deliver a suitable care plan

## **3. Intimate Care Procedures and Guidelines**

- 3.1 The staff at Woolhampton CE Primary School will follow agreed procedures (see Appendix A) when attending to the intimate care needs of any child.
- 3.2 An individual child's safety, dignity and privacy are of paramount importance when attending to intimate care needs.
- 3.3 Our intention is that a child will never be left in soiled clothing, but that as soon as a member of staff is aware of the situation, she/he will assist the child with their intimate care.
- 3.4 All children will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for his/herself as possible.

- 3.5 When attending to intimate care needs, all children have the right to dignity and privacy i.e. they should be appropriately covered, the door closed or screens / curtains put in place.
- 3.6 Staff shall always pay attention to the level of distress and comfort of the child. If a child appears distressed or uncomfortable when attending to intimate care needs, the care should stop immediately. The member of staff should try to ascertain why the child is distressed and provide reassurance. If a child is reluctant and refuses to be assisted with an intimate care task then the parent/carer will be contacted.
- 3.7 It is intended that a child will only experience positive encouragement and praise for his/her endeavours in relation to intimate care. It is always our intention to avoid drawing attention to a child's need for assistance with intimate care.
- 3.8 To help children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are allowed to go. Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet. As they progress through the school, children are encouraged to use the toilet during break times rather than during class time. When considered appropriate, staff may ask a child whether they can wait a short while before going to the toilet to avoid missing valuable learning, but the child's response will be acknowledged and when they cannot wait they will be allowed to go. If a child is routinely going to the toilet during class time, then this will be discussed with parents/carers.
- 3.9 Parents/carers will be informed by telephone on the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). Parents/carers will be contacted immediately when soiling is severe and/or it is a result of illness (e.g. vomiting or diarrhoea) or where the child has been particularly distressed or refused any necessary assistance.

#### **4. Intimate Care Plans**

- 4.1 Where a child has particular intimate care needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident'), staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a written care plan (see Appendix C) to ensure that the child is able to participate fully in school life. This will include:
- Who will change the child including back-up arrangements in case of staff absence
  - Where changing will take place
  - What resources and equipment will be used (cleansing agents used or cream to be applied) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
  - How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
  - What infection control measures are in place
  - What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries

- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

## **5. Intimate Care Plan Agreements**

- 5.1 In those circumstances where an Intimate Care Plan is required it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix D). This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the school is taking a holistic view of the child's needs.
- 5.2 Should a child require complex intimate care needs, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

## **6. Health and Safety Procedures**

- 6.1 When attending to intimate care, staff will follow appropriate health and safety procedures to protect both the child and the member of staff (see Appendix B).

## **7. Safeguarding and Child Protection**

- 7.1 From a safeguarding perspective, it is acknowledged that intimate care involves risks for children and adults as it may require staff to touch private parts of a child's body. It may be unrealistic to expect to eliminate these risks completely, but best practice will be promoted, and all adults will be encouraged to be vigilant at all times.
- 7.2 It is recognised that children with special needs and disabilities are particularly vulnerable to all types of abuse.
- 7.3 The school's child protection and safeguarding policy and inter-agency child protection procedures will be accessible to staff and adhered to.
- 7.4 If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Safeguarding Lead in accordance with the school's child protection and safeguarding policy.
- 7.5 If during the intimate care of a child, a member of staff accidentally hurts a child, or a child misunderstands or misinterprets an action taken, the member of staff should reassure the child, ensure their safety, and report the incident immediately to the Designated Safeguarding Lead.
- 7.6 If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Headteacher. The matter will be investigated at an appropriate level (usually the Headteacher) and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the

child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

- 7.7 If a child makes an allegation against an adult working at the school, this will be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) in accordance with the agreed procedures.
- 7.8 Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors if the concern is about the Headteacher.
- 7.9 Adults who attend to intimate care needs of children one-to-one should be employees of the school and have appropriate DBS checks.

## **8. Monitoring and Review**

- 8.1 The SENDCO (Special Educational Needs & Disabilities Co-ordinator) will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- 8.2 It is the SENDCO's responsibility to ensure that all staff follow the school policy.
- 8.3 Any concerns that staff have about child protection and safeguarding issues will be reported to the Designated Safeguarding Lead (DSL).

## **APPENDIX A**

### **Personal Care Procedures**

The staff at Woolhampton CE Primary will follow agreed procedures:

- A member of staff shall assist a child with intimate care needs on a one-to-one basis ensuring that a second member of staff is in the vicinity. Where necessary, this may involve asking a member of staff from another class to assist.
- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix B).
- Report any marks or rashes to parents and Head Teacher if appropriate.
- Inform a parent/carer by telephone that a child has needed assistance with meeting intimate care needs.
- Contact a parent/carer immediately when soiling is severe and/or if it is a result of illness (e.g. vomiting or diarrhoea) or where the child has been particularly distressed or refused any necessary assistance.

## **APPENDIX B**

### **Health and Safety Procedures**

When attending to intimate care, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons as required.
- Soiled continence product used to be double wrapped or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health and Safety Executive's limit.
- Changing area to be cleaned after use as required.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Paper towels available for drying hands.

## **APPENDIX C**

### **Woolhampton CE Primary School – Intimate Care Plan**

Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent/carer.

*\*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.*

Inclusion Leader approval:

Date:

## **APPENDIX D**

### **Woolhampton CE Primary School**

#### **Intimate Care Plan Agreements**

##### **The parent:**

- I agree to ensure that the child is changed at the latest possible time before being brought to the school
- I will provide the school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school including the use of any cleanser or wipes
- I agree to inform the school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed: ..... (parent/carer)

##### **The school:**

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: .....(member of staff)

Name: ..... (member of staff)

Date: .....