



*Everyone is equal, everyone is different, everyone is welcome and everyone achieves their best.*

Linthorpe Community Primary School

## Intimate Care Policy

	Term	Year
Last Review Date/Policy Adopted	Spring Term	2024
Next Review Date	Spring Term	2025
Lead	Mrs Mitchell	

This school is an academy within The Legacy Learning Trust.



## **Linthorpe Community Primary School Intimate Care Policy**

### **1. Aims**

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

### **2. Legislation and statutory guidance**

This policy complies with [statutory safeguarding guidance](#) , the SEND Code of Practice 2015 and other related documents.

### **3. Introduction**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.) Staff training will be provided where it is deemed necessary/appropriate e.g. Prick test for diabetics.

The issue of intimate care is a sensitive one and requires that all staff are respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. All staff should have a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

**Linthorpe Community Primary School** is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

#### **Our approach to best practice**

The management of all children with intimate care needs is carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. The school will work closely with parents with regards to meeting the child's needs sensitively and with respect. Intimate care needs are discussed with parents at the new parents meeting before the child starts school.

Through the regular reading of policy, staff who provide intimate care are aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as require. Staff adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up with staff and parents for particular children as appropriate to suit the circumstances of the child.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

## **4. Role of parents/carers**

### **Seeking parental permission**

For our youngest children who need routine intimate care (e.g. Little Learners for toileting) parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form an intimate care plan will be created in discussion with parents/carers (see Appendix A and B below).

Where there isn't an intimate care plan or parental consent for routine care in place, the child's comfort must be paramount. Staff will act immediately to support the child's comfort (change) in accordance with policy and will inform parents of the actions taken at an appropriate time (immediately or end of day).

### **Creating an intimate care plan**

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed regularly, even if no changes are necessary, and updated as well as whenever there are changes to a pupil's needs.

## **Sharing information**

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

## **5. The Protection of Children**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they must immediately report concerns to the DSL or deputy designated person(s) for child protection (Safeguarding/ care team).

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules may be altered until the issues are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

### **Guidance**

The following advice/strategies are some suggestions as possible ways to actively promote inclusion and the welfare of pupils.

### **Children wearing nappies**

All children are admitted to school, regardless of whether they are still wearing nappies. Where a child is using nappies there will be a signed agreement with the parents outlining who will usually be responsible for changing the child and when and where this will be carried out.

This agreement allows us and the parents to be aware of all the issues surrounding this task right from the outset. A record will be kept of when changing took place and who carried it out. If the child refuses to have the nappy changed the parent must be informed.

Nappies and wipes from healthy children can be double bagged or put into nappy sacks and placed into the waste disposal bins provided.

## **6. Role of staff**

### **Which staff will be responsible**

Only designated and trained members of staff provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

### **How staff will be trained**

Staff will receive:

- Training in the specific types of intimate care they undertake

- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

Within pre-school, designated staff work within the setting to provide intimate care. A second person is always within the pre-school setting when children are changed. In the wider school, children are supported to independently change soiled clothes themselves in an open top cubicle or an accessible toilet for privacy.

## 7. Intimate care procedures

At all times the dignity and privacy of the child will be of paramount concern.

- An area within the accessible toilet, made private by the use of a screen, is acceptable
- The area must not be situated in a thoroughfare
- A changing mat will be used, at a low height with a step up, when a child is to be changed. This is the recommended method of changing a child, as it avoids an adult having to lift a child and cause possible back injury
- It may be appropriate to clean children up in an accessible toilet or shower cubicle
- Sensitivity to where a child is changed/cleaned and safety of the member of staff must be considered
- Talk the child through what you are doing
- Always check that what you are doing is acceptable to the child and they know what you are doing
- Children are never left unattended at the changing position
- Tell someone where you are going and why
- Make sure someone knows you are in a room alone with a child, you have informed another adult of your actions and are within hearing distance of another member of staff
- When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies, changing mats and bins.
- For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.
- Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

## **Changing a nappy**

- Hands are washed thoroughly before and after a child is changed
- A clean disposable apron and gloves are worn every time a child is changed
- Whilst changing, children's skin is cleaned with a disposable wipe
- Nappies, pull ups, gloves, aprons and wipes are disposed of hygienically and safely by bagging and placing in a designated sanitary disposal unit

The sanitary disposal unit is emptied regularly in accordance with the Department of Health and Middlesbrough Borough Council.

## **First Aid and intimate care**

The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Regular requirements of an intimate nature should be planned for. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

Where a child wets or soils themselves and there is no written agreement the school will inform the parents of the actions taken, the child's comfort must be paramount. A supply of spare clothing is available in school if necessary and parents are asked to return washed clothing as soon as possible. The above guidelines for changing a child must be followed.

**Appendix A**



**Intimate Care/ Toileting Care Plan**

<b>Name of Child</b>	
<b>Date of Birth</b>	
<b>Condition needing care plan</b>	
<b>Child's choices/opinions</b>	
<b>What the child is expected to do for themselves</b>	
<b>Facilities and equipment needed</b>	
<b>Number of staff needed</b>	
<b>Main intimate care giver</b>	
<b>Back up in the event of staff absence</b>	
<b>Training requirements</b>	
<b>Arrangements for a trip</b>	
<b>Date care plan to be reviewed</b>	

Parent .....

Date .....

Class teacher.....

Date .....

Main intimate care giver.....

Date .....

Senior Leader .....

Date .....





Appendix C



Linthorpe Community Primary School

## Helping Your Child to Achieve Continence

**Schools are not expected to toilet train children. Unless your child is not developmentally ready, it is expected that parents/carers will have trained their child to be clean and dry before they start Linthorpe Community Primary School Nursery.**

### Partnership working: Home-School Agreement

Linthorpe Community Primary School agrees:

- To provide support as required for your child to be changed during a session should he/she soil themselves or become uncomfortably wet
- To monitor the number of times your child is changed to identify progress made
- To report should your child become distressed, or if marks or rashes are seen
- To discuss and review arrangements, involving health professionals, as necessary

Signed..... (Staff member)

The parent agrees:

- To ensure that your child is changed at the latest possible time before being brought to Linthorpe Community Primary School
- To provide us with spare continence products and a change of clothing
- To inform staff if your child has any marks or rashes
- To discuss and review arrangements, involving health professionals, as necessary.
- To return any clothes belonging to the school that have been loaned to your child, washed and dried.

I understand and agree the procedures that will be followed should my child need changing while at school as described in the Linthorpe Community Primary School Intimate Care Policy.

I agree to the School 'minimum change' policy i.e. the school will not undertake to change my child more frequently than if he/she was at home.

Signed..... (Parent)

Child's name.....

Date.....

