

INTIMATE CARE POLICY



‘Where Happiness Promotes Success’

OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

Prepared by:	J Brinklow	First Issued:	July 2018
Approved by:		Last reviewed:	April 2023
Page 1 of 9		Next review due:	May 2026

At West Haddon Primary School we are committed to safeguarding and promoting the welfare of all our children.

We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are considered
- 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

What is 'Intimate care'?

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled, wet him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school. However, we recognise that children will join West Haddon Nursery and West Haddon Primary school, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions

are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. Although, they are encouraged as they progress through the school to use the toilet during break times.

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.

Role of staff

All staff at the school 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.

All staff have access to a changing facilities. There is also a stock of baby wipes, plastic bags and disposable protective gloves and aprons for staff to use. If a child wets/soils him/herself during school time, one member of staff will help the child and another member of staff will witness.

- Remove their soiled/wet clothes/nappy
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress the child in own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home
- If nappy was worn, the nappy is put in a bag and disposed of in the appropriate bin
- Record on the toileting chart to say who has been changed, wet/soiled nappy/underwear, who dealt with the incident and who witnessed.
- Toileting accidents in reception are recorded on the child's individual sheet, witness by another member of staff and signed by the parent/carer at pick up.
- Children in years 1 to 6 who have a toileting accident and require an adults assistance will be logged on our accident and incident form. Parents are informed at pick up or a courtesy call home will be made.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is distressed in anyway the member of staff will telephone the parent/carer.

In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will support the child to clean up and change clothing.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

Nappy Changing Procedures

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the fully support and non-judgemental concern of adults.

Procedures

- All staff are required to change nappies every 3 hours, more regularly if necessary. Ensuring nappy changing is a relaxed and social experience.
- Our changing area in Nursery is warm, with a safe space to lay children and no bright lights shining down in their eyes.
- Each child has their own nappies or pull ups and changing wipes.
- Our staff put on gloves and aprons before changing starts and the area is prepared. The changing mat is wiped down after each nappy change.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- We are gentle when changing; we avoid pulling faces and making negative comments about "nappy contents".
- We do not make inappropriate comments about children's genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- We encourage children to wash their hands, and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Older children access the toilet when they have the need to and are encouraged to be independent.

- We dispose of nappies and pull ups hygienically. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled and bagged for parents to take home.
- We have a "duty of care" toward children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.

Child Protection

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. All members of staff carrying out intimate care procedures have enhanced DBS.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

Disabilities

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Role of parents/carers

Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents 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.

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

Parents/carers should give permission for intimate care as children enter the school. The permission slips are kept on record. All staff are informed of those children where no permission is given.

Where a child has continuing incontinence problems (including children beyond the Reception year), parents are expected to provide 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 and baby wipes.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

Creating an intimate care plan

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

The school will work with parents 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 considered. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

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

See appendix 1 for a blank template plan to see what this will cover.

Sharing information

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

Concerns about Safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the DSL.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding

- Health and safety
- Inclusion
- Supporting pupils with medical conditions

Monitoring and Review

It is the responsibility of the staff to follow this policy. The Senior Leadership Team will carry out monitoring on the staff as part of the whole school monitoring system.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.

Appendix 1 - Permission form for intimate care

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	

Questions and Answers

- Who will change the wet/soiled clothing?
The EYFS staff.
- Where will changing take place?
In the toilet area, privacy guarded at all times. Two members of staff will be present in the area.
- What resources will be used?
Aprons, gloves, blue roll paper, antibacterial wipes, nappy sacks, baby wipes.
- How will soiled clothing be dealt with?
Double bagged and sent home with child. All nappies will be placed in a nappy bag and then in the designated bin.
- What infection control measures are in place?
**Staff will wear disposable gloves and aprons while dealing with the incident. These will be discarded after use.
Changing area will be cleaned after use.
Hot water and liquid soap is available to wash hands as soon as the task is completed.
Paper towels are available for drying hands.**
- What will the staff member do if the child is unduly distressed by the experience?
Staff will comfort and reassure the child, talk through what they are doing and ensure the change is completed swiftly to ensure the stress is not prolonged.
- What will the staff member do if he/she notices marks of injuries on the child?
Follow the school Safeguarding Policy and report it to the DESIGNATED SAFEGUARDING LEAD.