

## INTIMATE CARE POLICY

*Maple Tree is a kind and positive school that models respect and embraces diversity - where everyone feels safe and is encouraged to be the best they can be.*

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<b>Staff Responsible Headteacher</b>	Cath Bainbridge	<b>Next review</b>	February 27

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### 1. Introduction

Every school will at some time find that it has one or more of their pupils who require assistance of an intimate nature. All care practices are known and approved by the Governing Body where necessary and appropriate.

Once approved the list of care practices should form part of the school's wider policy statements. Staff behaviour is open to scrutiny and the staff at Maple Tree Primary School always work in partnership with parents/carers to provide continuity of care to children where possible.

Maple Tree 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 and dignity when 'Intimate Care' is given. No child should be attended to in a way that causes distress, embarrassment or pain. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.

## 2. Definition of Intimate Care

The definition of 'Intimate Care' is any care which involves washing, touching or carrying out a procedure of intimate personal need. In most cases such care will involve procedures to do with personal hygiene as part of the staff member's duty of care.

This may include:

- Supporting a pupil with dressing and undressing.
- Changing nappies / pull ups
- Cleaning a young or SEN pupil who has soiled him/herself.
- Assisting a child with regular medical care if unable to carry this out unaided.

Intimate care may involve care tasks where indirect or direct exposure of the genital area may be unavoidable. Most common examples are continence of a young child within the school to help with washing. At Maple Tree Primary School, we believe that the children should have the right to be safe in relation to their bodies. We treat each child with dignity and ensure privacy appropriate to the child's age and understanding.

## 3. Intimate Care in relation to medical needs

Some pupils have daily needs and need assistance. All care practices will be discussed with the child's parents and the headteacher and explained to staff, using outside agencies for advice if necessary. Care plans will be adhered to if devised for an extraordinary medical need.

## 4. Our approach to best practice

Maple Tree Primary School is committed to ensuring that all staff always undertake their duties in a professional manner. Staff who deliver intimate care have had training in child protection issues. Health and safety training is also given. Children will have a high level of privacy, choice and control. No child will be attended to if in any way they show signs of distress.

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 the process in order to reach a resolution. In any circumstance where a child refuses to allow the staff member to change them, then the parents/carers may be called in to change the child.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.

## 5. Protection of children

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will follow our safeguarding procedures.

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.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures)

This policy complies with [statutory safeguarding guidance](#).

## 6. Responsibilities of staff involved in intimate care

It is not necessary for more than one member of staff to be present when carrying out intimate care. All staff are DBS (Disclosure and Barring Service) checked and there is no regulation suggesting that more than one practitioner is required to change a child.

- At Maple Tree Primary School all staff are DBS checked on application.
- The Headteacher and DSLs must ensure that all staff undertaking the intimate care of children are familiar with and understand the Intimate Care Policy and Guidelines.
- All staff must have an awareness of the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.
- Intimate care arrangements must be agreed by the school, parents/carers and a signed consent form will be kept in the child's file.
- If a member of staff has any concern regarding the physical change in a child's presentation e.g. marks, bruises, soreness etc, this will be immediately reported to the DSL (Miss Hyde) who is the designated person for child protection.
- If a staff member has concerns about an intimate care practice they must report this to the Designated Safeguarding Lead or one of the Deputy DSLs.
- One member of staff should carry out intimate care such as toileting and another adult will be informed.

**The well-being and dignity of the child will remain paramount at all times during any incident requiring intimate care.**

## 7. Working with Parents

We believe that our partnership with parents is an essential principle in our school and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (see Appendix 1).

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see appendix 2). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

Parents/carers need to provide nappies/gloves/wipes/sacks. In some circumstances it may be appropriate to set up a home-setting/school agreement that defines the responsibilities that each partner has, and the expectations each has for the other.

## 8. Health and Safety

### Guidelines for Changing Children

- If possible children should be changed standing up or using the variable height changing table, to avoid staff lifting children.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents) they must not be shared.
- Disposable gloves should be worn at all times, including during nappy changes. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided.
- Any soiled or damp clothing should be placed in a plastic carrier bag and given to the child's parents with a note on collection.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record.

## 9. Monitoring arrangements

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

## 10. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

## Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

**PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE**

Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
<p>Changing agreement:</p> <ul style="list-style-type: none"> <li>• A staff member will take your child to our changing area for privacy and space.</li> <li>• Another member of staff will be informed, along with the class teacher or office staff.</li> <li>• A changing unit will be used and staff will use resources provided by parents/carers.</li> <li>• Your child will be asked to remove their clothing. Adult to assist if necessary.</li> <li>• Staff members will clean shoes if required and place soiled clothes in a bag.</li> <li>• Your child will be asked to clean themselves with support as required. .</li> <li>• Nappies will be disposed of safely, by double wrapping in nappy sacks and placing them in a hygienic nappy disposal unit.</li> <li>• All Staff members will wear disposable gloves and aprons.</li> <li>• Changing area will be cleaned after use with antibacterial spray.</li> <li>• Hot water and liquid soap will be used to wash hands as soon as the task is completed and paper towels used for drying hands.</li> </ul>	
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><b>I do not</b> 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/carer signature	
Name of parent/carer	
Relationship to child	
Date	

**Permission to change your child due to an accident.**

Routine each day:

Staff members to remind your child to use the toilet before snack, dinner and regular intervals during the day if needed.

If your child has an accident:

- A staff member will take your child to our changing area for privacy and space.
- Another member of staff will be informed, along with the class teacher or office staff.
- Your child will be asked to remove their clothing. Adult to assist if necessary.
- Staff members will clean shoes if required and place soiled clothes in a bag.
- Your child will be asked to clean themselves with support as required.
- Wet wipes given when necessary to support cleaning
- Staff members and children wash their hands and return to class.

Assigned member of staff: EYFS staff

If EYFS staff are absent another familiar adult will attend to your child’s needs.

..... **Name of child**

.....**(Parent)**

.....**(Headteacher)**