



# Intimate Care Policy

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<b>Policy Review</b>	November 2026	Headteacher Nitash Odedra	<i>N. Odedra</i>	20/11/2023
<b>Ratified by Governing Body:</b>				
Sue Welford (Chair of Governors)		<i>Sue Welford</i>	20/11/2023	

Rushey Mead Primary School is committed to providing equal opportunities for all, regardless of race, faith, gender or capability in all aspects of school. We promote self and mutual respect and a caring and non-judgemental attitude throughout school.

## **Introduction**

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

## **Principles**

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young person's right to privacy and dignity is maintained at all times.

## **Definition**

Intimate care is one of the following:

- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell
- Provide care which is suitable to the age, gender and situation of the child (which may include dressing/ undressing or comforting a distressed child)

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

### **Continence Issues**

In the event of a child soiling themselves, where appropriate, children are encouraged to clean themselves under the supervision of two adults and are given privacy away from other children in order to do this with dignity. Pre-moistened wipes and clean clothes are always available for children in school. Parents are informed if their child soils themselves.

### **Toilet Training**

A number of children start school in Early Years Foundation Stage still wearing nappies or pull-ups and are not toilet trained. A toileting routine will be discussed and followed between school and parents in order for the child to toilet train themselves at school as quickly as possible.

### **An Intimate Care Plan**

In the event of a child having a medical condition whereby soiling may be part of a medical problem an intimate care plan will be drawn up by the school, professionals involved with the child and the parents. This plan should be signed by all involved in its formulation and reviewed on an annual basis or sooner should circumstances change.

In developing the plan the following should be considered:

- The importance of working towards independence
- Arrangements for sports day, school performances, school trips, swimming etc.
- Ensure that there is enough stock of equipment e.g. nappies, pull ups.
- Who will substitute in the absence of the appointed person.
- The child's seating arrangements in class.
- A system for the child to leave class without disruption to the lesson
- Avoidance of missing the same lesson all year due to medical routines
- Awareness of a child's discomfort which may affect learning
- Implications for PE, e.g. discreet clothing, additional time for changing
- Strategies for dealing with pressure from peers, e.g. teasing/bullying particularly if the child has an odour.

All plans will be clearly recorded to ensure clarity of expectation, roles and responsibilities. They will reflect all methods of communication including emergency procedures between home, school and the medical service. A procedure will also be included to explain how concerns arising from the intimate care process will be dealt with.

### **Staff Procedures and Hygiene**

When touching a child staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the child's age and situation.
- Any soiling that can be is flushed down the toilet, nappies are disposed of into the appropriate sanitary bin
- Soiled clothing is put into a plastic bag, unwashed and sent home with the child.

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk:

- Having a second member of staff with them
- Allowing the child a choice in the sequence of care
- Being aware of and responsive to the child's reactions.

Children in the school are safeguarded as no member of staff, student or volunteer can have access to the school without a DBS check being in place. However, students may be used as the second adult in an emergency, but a volunteer should not be used to assist or be the second person when staff are dealing with intimate care.

## **Staff Professional Development**

- Staff will receive training in good working practices which comply with Health and Safety policies as and when needed
- All staff receive child protection/safeguarding training on an annual basis
- Staff will be trained in 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 as and when needed
- Staff will receive moving and handling training as and when needed
- Whole school training should foster a culture of good practice and a whole school approach to intimate care.

The following guidelines will be used in training appropriate staff and those identified to support intimate care.

Staff members should be able to:

- Ensure that sensitive information about a child is only shared with those who need to know, whether it is parents or members of staff specifically involved with the child. Other personnel will only be given information that keeps the child safe.
- Consult parents about arrangements for intimate care.
- Ensure staff are aware of the set procedures, the Child Protection Policy and Health & Safety Policy etc.
- Ensure staff know who to ask for advice if they are unsure or uncomfortable about a particular situation.
- Ensure staff know of a whole school approach to intimate care.

Currently the only intimate care plan we use in school; (2023-24 academic year) – see below:



Child's Name:		Year Group and Class: <u>Yr /</u>		Condition: Toileting needs	
Details of assistance required: Support in nappy changing					
Facilities and equipment (Clarify responsibility for provision of supplies, e.g. parent/carer/school/other)					
Nappies, wipes and clean trousers to be provided by parents.					
Gloves, nappy bin and changing table provided by school.					
2 members of staff to accompany _____ to the toilet as and when s/he needs to go. Full support needed to change and replace nappy.					
Staffing: _____'s 1:1 + 1					
Back up: All TA's in school to be available to support if needed (absence, staffing, proximity to class etc...)					
Training needs: (individual staff must keep signed/dated records of training received in addition to school held records. A record should be completed when training has been delivered and kept as part of the care plan)					
No toilet training needed.					
Curriculum specific needs:					
No curriculum specific needs regarding toileting.					
Arrangements to be made on school visits:					
2 members of staff to accompany _____ to the toilet as and when s/he needs to go.					
Procedures for monitoring and complaints: (including notification of changing needs by relevant parties)					
Follow the school's Complaints Policy which is available on the school website or from the school office.					
This current plan has been agreed by: Natasha Jackson and parents					
Name:		Role:		Signature:	
				Date:	
Date for review: (within 12 months or sooner if circumstances change)					