



## Intimate Care Policy

### *Learning Together, Learning for Life.*

#### Links to Visionary Statement

#### We aim to ....

- keep children’s learning at the heart of our thoughts and actions
- provide the opportunity for all our children to achieve academic excellence within a broad and balanced curriculum
- create an ethos which nurtures creativity, self-belief, independence and a sense of respect for other
- ensure that our schools are happy, safe, supportive and secure places in which to learn
- create a stimulating learning environment
- develop strong and productive partnerships with parents and the wider school community
- have high expectations in all areas of school life
- prepare children for the future

***Agreed and Signed on behalf of the Full Governing Body.....***

***Date:.....***



## **Rationale**

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At Paulton Infant School all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the 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.

## **Our approach**

Individual intimate care plans will be drawn up and agreed with the parents where appropriate for the circumstances of an individual child. We will work with the parents of a child who requires intimate care to establish preferred procedure for supporting the child.

Staff members who are known to the child will take on the responsibility for changing children. The staff members involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. Where 'hands on' intimate care is required one member of staff will provide the intimate care, supervised by a second member of staff. If a second member of staff is unavailable, the person providing care must first notify another school adult that they are providing intimate care. Parents will be notified that their child has received intimate care via Medical Tracker email.



## **Working with parents**

Partnership with parents is an essential principle at 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 and where necessary we will seek to do this using an Intimate Care Plan (see Appendix 1). Once an intimate care plan is in place, it is the parent's responsibility to provide spare underwear, clothing, nappies, disposal bags, wipes, changing mat as needed. In agreement with the parents, children with an intimate care plan will be attended to by one adult unless there is a sound reason for having more adults present.

We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. Intimate care plans will be reviewed at regular intervals throughout the school year.

When any intimate care is carried out on a child (with or without a care plan), parents will be notified via Medical Tracker email. All information concerning intimate care procedures is recorded and stored securely using Medical Tracker.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event intimate care is required one member of staff will provide the intimate care, supervised by a second member of staff. If a second member of staff is unavailable, the person providing care will first notify another member of staff that they are providing intimate care. If a child has been supported with intimate care, this will be logged on Medical Tracker and an email sent to parents. 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.

## **The 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)

## **Allegations of Abuse**

Personnel working in intimate situations with children can feel particularly vulnerable. This school policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

## **Health and Safety Guidelines for Changing Children**

- If possible children should be changed standing up or using the variable height changing table (hygiene suite) 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 when changing nappies or soiled underwear. 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. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be double bagged and stored out of reach until it can be returned to the parent at pick up.
- 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.



# Policy Document: Intimate Care



- Complete the intimate care record.

## **Policies**

These guidelines should be read in conjunction with the following policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Medical Conditions Policy (including administration of medicines)

<https://www.paultoninfantschool.co.uk/policies>



## Appendix 1 – Intimate Care Plan

Name of Child	
Summary of Toileting Needs	
Summary of any medical information shared  <i>Preferably written documentation from professionals involved in the child's care e.g. GP or Health Visitor</i>	
Where changing will take place	
What items will be used e.g. wet wipes and who will provide these?  <i>Usually the parent/carer</i>	
Any specific needs relating to the child	
Special arrangements for trips/outings	
Agreed target for this Care Plan	
How often will the plan be reviewed?  <i>Usually this will be every half term</i>	



Date of Review	
Summary of discussion at the review and any actions agreed	

## Intimate Care Plan Agreements

### *The Parent/Carer:*

- I agree to ensure that the child is changed at the latest possible time before being brought to school in the morning.
- I will provide the school with wet wipes and any other changing items required.
- I will provide the school with spare underwear and clothes.
- I will return any items provided by the school in an emergency e.g. spare skirt. Items will be washed before being returned.
- I understand and agree the procedures that will be followed when my child is changed at school.
- I agree to inform the school of any significant changes affecting my child.
- I agree to review these arrangements every half term.

**Signed:** ..... (Parent/Carer)

**Date:** .....

### *The School:*

- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements every half term.

**Signed:** ..... (Member of Staff on behalf of the School)

**Date:** .....



## Appendix 2 - Personal Care Procedures

The staff at Paulton Infant School will follow agreed procedures:

- Encourage and support children to manage their own intimate care and only lay hands on when necessary
- Change the child's clothing as appropriate, as soon as possible
- When helping a child on an intimate care plan, use appropriate cleaning products provided by the parent/carer and adhere to health and safety procedures
- When helping a child with a one off accident, use appropriate products provided by the school and adhere to health and safety procedures
- Inform parent/carer via Medical Tracker that a continence issue has arisen during the day
- Contact a parent/carer only where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, when a child refuses to let a member of staff help change their clothing or when soiling is so severe that a bath or shower is required
- Ensure that privacy and dignity are maintained during the time taken to change the child

### Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves while dealing with the incident, including aprons and visors if required
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels/ hand dryer available for drying hands
- Lidded nappy bin to be used to dispose of soiled items