



Intimate Care Policy

Date written:	February 2022
Date adopted/reviewed:	February 2022
Review schedule:	Triennially
Policy Area:	Safeguarding

1. Aims and Ethos

At All Saints CE Primary School & Nursery it is our aim to raise standards by promoting a school ethos that is underpinned by core Christian values. Our Christian values support all areas of learning and can contribute to pupils' motivation to learn. It is recognised that this will be most successful when the values and attitudes promoted by the staff provide a model of behaviour for the children. All our policies and decision making are formed through the lenses of these Christian values to ensure that our school lives them out in all aspects of its collective life.

2. Introduction

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 All Saints CE Primary 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.

Whilst it is our expectation that children attending All Saints are toilet trained as part of being ready for school, 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.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

3. Our approach to Best Practice

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 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 at least two members of staff access the training.

Staff members who are known to the child will take on the responsibility for changing children. The staff member who is 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.

Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.

It is the parent's responsibility to provide nappies, disposal bags, wipes, changing mat (if required).

4. Working with parents

We believe that our partnership with parents is an essential principle in our setting 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). 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.

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.

5. 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. they 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 Child Protection Handbook and Child Protection Policy)

6. 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.

7. Health & Safety

7.1. Guidelines for Changing Children

- Children should be changed standing up to avoid staff lifting children and to respect the dignity of the child. This will be in a designated area away from play areas and food preparation areas.
- The child's skin should be cleaned with a disposable wipe, wiping from front to back.
- 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 and apron should be worn when changing nappies.
- The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag.
- Soiled nappies will be placed in a nappy sack and disposed of into the bin provided for this purpose. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing will be placed in a plastic carrier bag and stored safely until the child is collected by their parent at the end of the session/school day.
- Once the child has been changed and removed from the changing area, surfaces touched/used 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 must be thoroughly washed before and afterwards (for 20 seconds).
- Complete the intimate care record.

7.2. Policies

These guidelines should be read in conjunction with policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Administering Medicine Policy
- Complaints Policy

8. Review

The Governing Body reviews this policy every three 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.

Appendices:

Appendix 1: Intimate Care Plan (including Risk Assessment)

Appendix 2: Record of Intimate Care

Appendix 1: Intimate Care Plan



ALL SAINTS CE PRIMARY SCHOOL & NURSERY

INTIMATE CARE PLAN

Child's name

Child's class/teacher

Date of birth

Support Required:

- Nappy Changing (complete Part 1 & 2)
- Toilet Management (complete Part 1 & 3)
- Other: _____

PART 1: Risk Assessment

Please identify if any of the following present a risk in supporting this child:

- Weight
- Size
- Communication
- Understanding
- Medical needs (including pain/discomfort)
 - Fragile bones
 - Head control
 - Epilepsy
 - Other: _____
- Environmental (heat/cold)
- Moving & Handling
- Behaviour
- Staff capability (e.g. back injury/pregnancy)

Detail actions to reduce or avoid risks identified: *Continue on separate sheet if required.*

PART 2: Nappy Changing Plan

Child's name

Date of birth

Child's class

Year:

Who will change the child?

Guidelines to be followed:

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- Complete the intimate care record.

Agree a minimum number of changes

How will the child be encouraged to participate in the procedure?

Any other comments/ important information:

e.g. medical information

This plan has been discussed with me and I agree to change my child at the last possible moment before he/ she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

Parent/Carer Signature:		Date:	
Full name:			
Staff Member completing Plan:		Date:	

PART 3: Toilet Management Plan

Child's name

Date of birth

Child's class

Nature of intimate care required

Location of suitable toilet facilities

Agreed procedures for administering the required care

Resources required (to be provided by the parent or carer)

Working Towards Independence

Child will try to

Personal Assistant will

Date initiated

Review date

Target Achieved (Date)

Parent/Carer Signature:		Date:	
Full name:			
Staff Member completing Plan:		Date:	

APPENDIX 2: Record of Intimate Care

ALL SAINTS CE PRIMARY SCHOOL & NURSERY



RECORD OF INTIMATE CARE

Child's Name _____ Class/ Year Group _____

Name of Support Staff Involved _____

Date	Time	Procedure	Staff