



Carfield

Primary School

Intimate Care Policy

Date of last review:	26 September 2024	Review Period:	1 year
Date of next review:	September 2025		

Introduction:

We are an inclusive school and do admit children who are not fully toilet trained. However, we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school (nursery).

Parents are made aware that the early years team are on hand to offer advice on how to toilet train and are put into contact with relevant support such as the health visitor if wanted.

Parents are asked to inform us of any medical condition, which requires their child to need a nappy. If a child has a medical condition which would require support with intimate care regularly or long term the family will be asked to meet with a member of the pastoral team and a care plan will be put into place to support this.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training as needed for specific pupils with statements/disabilities) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved. Exceptions may be made for pupils with learning disabilities with parental consent/agreement.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. 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 a child is able to independently manage their care, one child will be supported by one adult giving verbal prompts from outside the toilet area. Where a child is not able to manage personal care independently or there are concerns around the child's vulnerability, 2 adults will be present unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Aims

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 taken into account
- 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

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance

Role of parents

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 (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

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.

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 taken into account. 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.

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.

Role of staff

Which staff will be responsible?

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training as needed for specific pupils with statements/disabilities) and are fully aware of best practice. Teaching assistants and specified teachers will be responsible for the intimate care of pupils.

All staff at the school who carry out intimate care will 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.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19

They will also be encouraged to seek further advice as needed.

Intimate care procedures

How procedures will happen

- Procedures will be carried out in the nursery changing area. For older children, procedures will be carried out in the accessible toilet with a changing mat on the floor.

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

When carrying out procedures, the school will provide staff with:

- Full PPE
- Gloves/ aprons
- Non-allergic wet-wipes
- Nappy sacks for soiled wipes (place in sanitary waste bin labelled nappies)
- Nappy sacks for soiled underwear/clothe
- Soil bin
- Alcohol gel

Staff should wear full PPE including a plastic apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner). It can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be made aware of the school's Health and Safety Policy.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, 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.

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

Procedure for changing/cleaning children

Where?

- Nursery changing room or toilets.
- For older pupils – the accessible toilet with a changing mat on the floor.

Procedure

- Promote independence
- Support independence
- Adult to change and clean child when necessary

Equipment to use

- Full PPE
- Gloves/ aprons
- Non-allergic wet-wipes
- Nappy sacks for soiled wipes (place in sanitary waste bin labelled nappies)
- Nappy sacks for soiled underwear/clothe
- Soil bin
- Alcohol gel

Parent informed verbally at the end of the session.

Record of incident

- Book to be kept in nursery cupboard in the nursery changing room.

Health and Safety

Health and safety advice for schools can be found in the Health and Safety Handbook, available to schools through the Education, Arts and Libraries (EAL) website.

Further Guidance

- “Keeping Children Safe in Education” (2016) <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- “Working Together to Safeguard Children”, Inter-Agency Child

Protection Procedures.

- Circular 10/95, Protecting Children from Abuse: The Role of the

Education Service DFEE.

- www.dfes.gov.uk/publications/guidanceonthelaw/10_95summary

What to do if You're Worried A Child is Being Abused. Summary

- (2003) www.doh.gov.uk/safeguardingchildren/index.htm

Concerns about safeguarding

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding.

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 a member of the safeguarding team; Hannan Mohammed, Hannah Bellamy or Bethan Arthur.

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.

Monitoring arrangements

It is the responsibility of staff to follow this policy. The Senior Leadership Team will carry out monitoring 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. At every review, the policy will be approved by the governing board and the headteacher.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- Health and safety
- SEN
- Supporting pupils with medical conditions

Questions parents may have:

- Who will change the nappy/wet/soiled clothing?

The teachers and/or support staff are responsible for managing intimate care needs, 2 members of staff will be present at all times. Supply staff should not be responsible for personal care but should seek support from permanent school staff.

- Where will changing will take place?

In the nursery toilets changing area.

For older pupils – the accessible toilet with a changing mat on the floor.

- How will the changing of children be recorded?

The nappy changes will be recorded immediately in a book by the adult who has supported the change. Parent will be notified at the end of the session.

- What resources will be used?

A changing mat, aprons, gloves, PPE, blue roll paper, antibacterial wipes, nappy sacks, nappies, baby wipes, cream(when specified by parent/guardian)

- How will the nappies will be disposed of?

Put in a nappy sack and in the hygienic disposal nappy bin.

- What infection control measures are in place?

Staff will wear disposable gloves and aprons including full PPE while dealing with the incident.

Blue roll paper will be put on the changing mat.

Changing area will be cleaned after use.

Hot water and liquid soap is available to wash hands as soon as the task is completed.

Hot air dryer or 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 complete swiftly to ensure the stress is not prolonged and parent notified immediately.

- What will the staff member do if he/she notices marks or injuries on the child?

Follow the school safeguarding policy and report it to the safeguarding team- Hannan Mohammed (Designated Safeguarding Lead), Bethan Arthur (Deputy Designated Safeguarding Lead) or Chloe Saunders (Deputy Designated Safeguarding Lead).



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***THE FOLLOWING IS A COPY OF THE HOME-SCHOOL PARTNERSHIP AGREEMENT**

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Name of child	
Date of birth	
Name of parent/carer	
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 my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be washed and change in case of a toileting accident.</p> <p>Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed.</p> <p>I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.</p>	<input type="checkbox"/>
Parent signature	
Name of parent	
Relationship to child	
Date	



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 making sure 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:



Toileting plan

Record of Discussion with Parents/Carers

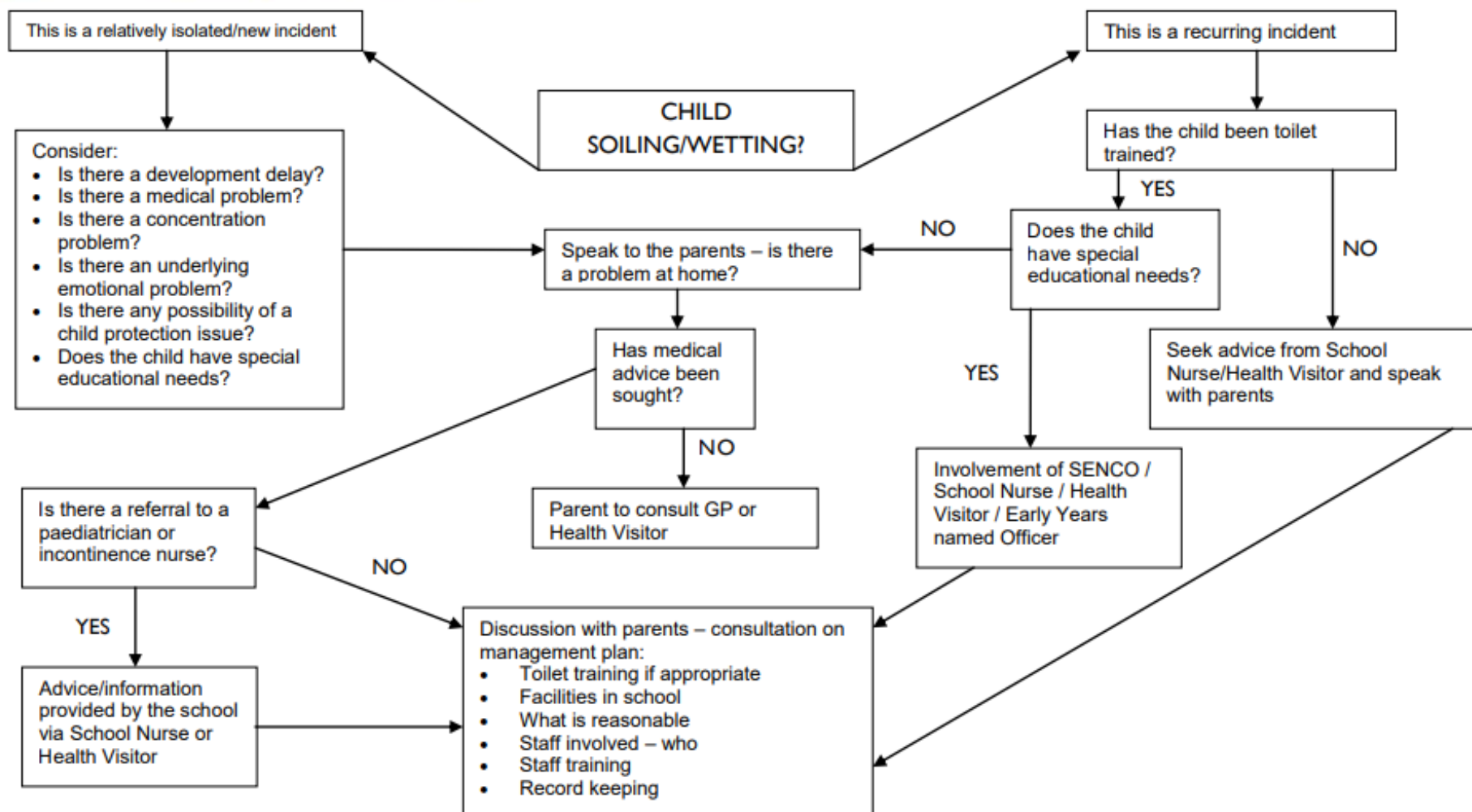
Child/young person's name:	Child/young person's name:	Class/Year Group:
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	Detail/Action	Date Agreed
Working towards independence: e.g. taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used		
Arrangements for nappy/pad changing: e.g. who, where, arrangements for privacy		
Level of assistance required: e.g. undressing, dressing, hand washing, talking/signing to child/young person		
Infection control: e.g. wearing disposable gloves, nappy disposal		
Sharing information: e.g. if the child/young person has a nappy rash or any marks, any family customs/cultural practice		
Resources required: e.g. special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, disposal gloves		

Signed: Parent/Carer: Key member of staff:	Review Date:
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Always be aware of the possibility of Child Protection issues (in which case follow Safeguarding Procedures)