

# St. Peter's C of E Primary School

## Intimate Care Policy



### 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 every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child 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 that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas and may include the following:

- Toileting
- First Aid
- Changing pupils for swimming/ P.E
- Dressing
- Feeding
- Moving pupils including physiotherapy
- Administering emergency medication
- Personal hygiene e.g. menstruation

### Purpose

The purpose of these guidelines is to protect pupils and staff, to provide information to parents and carers about the school's arrangements for intimate care and to ensure high standards of intimate care within these guidelines are maintained by all staff.

All staff must ensure they protect themselves by following these guidelines:

- Always tell another member of staff when you are changing a nappy or accompanying a child to the toilet
- Always ensure that a child's dignity, privacy and confidentiality is protected at all times
- Always wear an apron and protective gloves
- Always wash your hands thoroughly after an intimate care routine.

All staff at our setting has an Enhanced Disclosure and Barring Service Check, so only staff from the setting is allowed to provide intimate care. Only staff will be allowed in the toileting and changing area. If on occasion a parent wishes to change their child in the nappy toileting area, they would need to make staff members aware to prevent other children accessing the area at the same time. All staff also received regular Child Protection and Safeguarding updates, at least annually. This training includes the subject of Female Genital Mutilation (FGM) and the mandatory reporting process.

The induction of new staff covers child protection policy and procedures, general health, safety, lifting and moving training, intimate care and personal hygiene arrangements.

### **Legislation and statutory guidance:**

This policy complies with Keeping children safe in education, 2024

### **Role of parents/ carers:**

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers 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, an intimate care plan will be created in discussion with parents/carers (see section 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/carers 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/carers afterwards.

### **Creating an intimate care plan:**

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

### **Sharing information:**

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

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/carers 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.

See appendix for a blank template plan to see what this will cover.

## **Role of staff:**

Which staff will be responsible:

Any roles who may carry out intimate care will have this set out in their job description. This includes teaching assistants.

No other staff members can be required to provide intimate care.

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 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

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

## **Intimate care procedures**

Intimate care routines are essential throughout the day to ensure children's needs are met. All staff have a responsibility to familiarise themselves with pupils' individual needs and follow these guidelines. It is important that for certain pupils, e.g. those identified as having a Special Educational Need or Disability (SEND) that Individual Care Plans are written in conjunction with the pupil and their Parents and will be updated twice per year. Their intimate care should be provided by a familiar member of staff. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support. When intimate care is required, staff will record this on an intimate care log.

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's Learning Support Assistant or Year group/ class Teaching Assistant, with the exception of the first aid treatment that will be conducted by a qualified first aider.

For health and hygiene procedures, all staff should wear protective gloves and aprons for nappy changes, administering first aid or cleaning a child who has soiled themselves. The nappy changing mat will be sprayed with antibacterial spray and dried with disposable paper towel between each child.

Every child is to be treated with dignity and respect. To aid with children's privacy the children have separate toilets that they can use with doors. The child should be involved as much as possible or his or her intimate care. Allow the child to be as independent as possible. This can be for tasks such as removing clothing or washing private parts of a child's body. We will support the

child in doing everything they can for themselves and talk to them about what we are doing and give choices where possible.

It is essential that Parents/Carers are consulted about the intimate care that is given to their child and may be contacted to support in changing or cleaning a child should they refuse to allow a staff member to do so. This will enable us to ensure that the care that is provided both at home and school is consistent. Parents/carers should also be consulted about the type of nappies, wipes or water and cotton wool that they would prefer staff to use.

We seek to find out religious and cultural views of families around intimate care.

Report to the setting's designated safeguarding lead or deputy. If you are concerned that during the intimate care of a child;

- You accidentally hurt a child
- The child misunderstands or misinterprets something
- The child has a very strong emotional reaction without apparent cause (sudden shouting or crying)
- The child seems sore unusually tender in the genital area
- There is any visible injury to the genital area (we will not examine a child, this/these injuries would be obvious during intimate care procedures)
- The child makes a comment that concerns you
- Where signs or symptoms of a suspicious nature concern staff

### **Concerns about safeguarding**

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 the SENCO.

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:**

This policy will be reviewed by Lynne McCullough (SENCO), annually. At every review, the policy will be approved by the governing board as well as Catrin Battista, Head Teacher.

### **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

|                            |                          |                              |
|----------------------------|--------------------------|------------------------------|
| <b>Approved by:</b>        | LGB                      | <b>Date:</b> 4 December 2024 |
| <b>Last reviewed on:</b>   | Lynne McCullough (SENCO) |                              |
| <b>Next review due by:</b> | December 2025            |                              |

# Intimate Care Plan



|  |                                   |                     |  |
|--|-----------------------------------|---------------------|--|
| <b>Pupils name:</b>  |                                   | <b>D.o.B</b>        |  |
| <b>Support staff:</b>  |                                   |                     |  |
| <b><u>Area/ type of intimate care need:</u></b>  |                                   |                     |  |
|  |                                   |                     |  |
| <b><u>Which toilets/ facilities?</u></b>   |                                   |                     |  |
|  |                                   |                     |  |
| <b><u>Resources and equipment required:</u></b>  |                                   |                     |  |
|  |                                   |                     |  |
| <b><u>What is required of Support Staff?</u></b>   |                                   | <b><u>When?</u></b> |  |
|  |                                   |                     |  |
| <b><u>Actions for when engaging in Educational Visits:</u></b>   |                                   |                     |  |
|  |                                   |                     |  |
| <b><u>Pupil will try to do: (include pupil voice e.g. how many adults would you like to help? Do you mind having a chat whilst you are being changed?)</u></b> | <b><u>Support staff will:</u></b> | <b><u>When?</u></b> |  |
|  |                                   |                     |  |
| <b><u>Other Agencies involved: (Names if known)</u></b>  |                                   |                     |  |

|  |  |
|--|--|
| School nurse/Health visitor  |  |
| Educational Psychologist   |  |
| GP   |  |
| Bowel and Bladder Clinic   |  |
| Advisory Teachers  |  |
| Other  |  |
| <b>Refer to other documents: (Where appropriate, please highlight)</b>   |  |
| Behaviour Support Plans<br>Learning Plans/ Pupil Passports<br>Education Health and Care Plans (EHCPs)<br>Positive Handling Plan<br>Advice from outside professionals |  |

**Signed:**

..... Child                                      Date .....

..... SENCo    Date .....

..... Class Teacher                                      Date .....

..... Support staff                                      Date .....

## Permission for school to provide intimate care

Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Carer name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)

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)

I understand the procedures that will be carried out and will contact the school immediately if I have any concerns

I//We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_



