

Intimate care policy

Stowlawn Primary School



Approved by: Mrs. Kate Charles

Last reviewed on: 01/09/2024

Next review due by: 30/09/2025

1. 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.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

3. Role of parents/carers

3.1 Seeking parental permission

Before children begin school as part of our admissions parents must give consent for intimate care. This is especially important for children in the younger year groups where accidents can sometimes happen or where we have children who need routine intimate care.

For parents who do not consent to intimate care, if there were a need to arise where intimate care was required, emergency contacts would be called immediately in order to gain verbal consent or for a parent/carer to come to school to support.

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.

3.2 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 (if possible) 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/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.

Intimate care plans are not required to support children who are transitioning into using the toilet e.g. our younger children in Early Years who are not yet toilet trained. Appropriate toileting routines will be discussed with parents and carried out in school.

3.3 Sharing information

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

With children who are wearing nappies, staff will feedback on toileting if there are any changes/concerns. Routine changes will not require daily feedback.

4. Role of staff

4.1 Which staff will be responsible

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

Every effort will be made to ensure any intimate care will be carried out by familiar staff to the child.

4.2 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.

5. Intimate care procedures

5.1 How procedures will happen

Staff who provide intimate care will be trained to do so (this includes health and safety training in moving and handling, where necessary) and staff will be fully aware of best practice. Where an assessment has been made by wider professionals e.g. physiotherapists/occupational therapists, any special apparatus and equipment will be used following their explicit advice. Training will be provided to all staff that need it and this will form part of the intimate care plan. Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental stages such as toilet training or the onset of puberty and menstruation.

Each pupil will be supported to achieve the highest level of independence that is possible, given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can. This may mean, for example, giving the pupil responsibility for cleaning/washing themselves. Each pupils' right to privacy will be respected. For safeguarding purposes 2 members of staff will be present when intimate care is taking place at all times.

Location of changing

Whenever possible it is recommended that:

- Mobile children are changed standing up in the toilet cubicle/area.
- If this is not possible, the next best alternative will be to change a child on a mat on a suitable surface in a private space, such as our medical room or art area, if no other children are present.
- Children in Year 1 and above should only be changed either on a changing bed or in a toilet cubicle standing up. Staff should consider the child's preference for changing and the outcome of any risk assessments.

Resources

Changing time can be a positive learning time and an opportunity to promote independence and self-worth. At Stowlawn we ensure there is always access to:

- Hot running water
- Paper towels
- Aprons and Gloves for staff
- Nappy Bags
- Cleaning equipment
- Bin

Toilet Training

Children that are toilet training will be encouraged to sit on the toilet during their changing time. At this time, staff will talk to the children and provide positive praise and reinforce what the child is doing. Stickers may be offered if appropriate to reinforce any positive behaviours. Children will not be hurried in these daily routines to support them in confidently becoming toilet trained and maintaining a positive experience. We understand that some children display anxiety at becoming toilet trained and will work slowly and sympathetically alongside them, whilst updating parents on their progress. It is through these regular toilet visits that a decision will be made on whether the child needs changing. We adhere to guidance from The Royal Children's Hospital that an appropriate time scale for nappy changes is every 3-6 hours. Staff will always change a soiled nappy as soon as they are able. Staff will also always change a full nappy.

For pupils needing routine intimate care, the school expects parents/carers 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/carers at the end of the day.

5.2 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 Kate Charles (DSL)/ Deb Manby (DDSL)/James O'Connor (DDSL).

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.

6. Working with Parents and Carers

At Stowlawn Primary we will work with parents when attending to changing routines. Where appropriate, parents/carers will be asked when their child first starts whether or not their child has any special words/actions/particular needs during their nappy changing procedure. Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine/soreness etc.)

Home/School Agreement

Where nappies or the equivalent are still worn by the child, Parents/carers must:

- Agree to change the child at the latest possible time before coming to school.
- Provide nappies, wet wipes and a change of clothes.
- Understand and agree procedures to be followed during changing at school.
- Agree to inform school should the child have any marks/rash.
- Agree to review the arrangements, in discussion with the school, should this be necessary at any point.
- Agree to encourage the child's independence and participation in toileting procedures wherever possible.
- Agree that if the child is badly soiled and/or extremely distressed after a toileting accident and school staff deem it necessary for the wellbeing of the child, the Parent/carer will be called to collect the child.

The School will:

- Agree to the best of their abilities, to change the child should they soil themselves or become wet.
- Agree to report to the Headteacher or the Designated Safeguarding Lead should the child be distressed or if mark/ rashes are seen, or safeguarding concerns arise.
- Agree to review the arrangements, in discussion with parents/carers, should this be necessary.
- Agree to encourage the child's independence and participation in toileting procedures wherever possible discussing and taking the appropriate action to respect the cultural practices of the family.

7. Monitoring arrangements

This policy will be reviewed by the headteacher and the governing board annually. At each review, the policy will be approved by the headteacher.