



*Great things happen when people cooperate*

## **Intimate Care Policy**

Policy prepared by	Jonathan Roe
Policy adopted by Governing Body	Summer Term 2020
Date for policy renewal	Summer Term 2023
Related policies	COVID-19 Risk Assessment, H&S, SEN, Safeguarding

### **1. Aims**

This policy aims to:

- Create a framework to support all members of the school community to live and work together to meet the Cooperative Ethical Values<sup>1</sup> values of;
  - o Honesty
  - o Openness
  - o Social responsibility
  - o Caring for others

### **2. Objectives**

The policy objectives are to:

- Give staff, parents and pupils the information and support they need in the way the school will manage pupils who have intimate care needs.
- Ensure that pupils are dealt with respectfully and with dignity.
- Ensure that the health and safety needs of staff and pupils have been met.

### **3. Introduction**

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene, most usually associated with toileting, the changing of nappies and clothing and menstrual management.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them and discussed with parents. Staff who provide intimate care to children have a high awareness of child protection issues.

Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This

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<sup>1</sup> <https://www.co-op.ac.uk/about/values-and-principles/>

work is shared with parents/carers who are encouraged to reinforce the personal safety messages within the home.

#### **4. Best practice**

Children 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 themselves as they 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.

All children who require intimate care are treated respectfully 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 in moving and handling) and are fully aware of best practice.

Equipment 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.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child will be made aware of each procedure that is carried out and the reasons for it.

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 needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded in the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

Each child will have an assigned senior member of staff (can be class teacher) to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

#### **5. The protection of children**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

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. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed [see The Education Child Protection Procedures].

#### **6. Care Plans**

Where a pupil has particular needs (e.g. wearing nappies or pull-ups, or has continence difficulties which are more frequent than the occasional 'accident', staff will work with

parents/carers (and health visitors/school nurse, as appropriate) to set out a care plan to ensure that the child is able to attend daily. The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover.
- Where changing will take place.
- What resources and equipment will be used (cleansing agents used or cream to be applied) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer.
- What infection control measures are in place.
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries.
- Training requirements for staff.
- Arrangements for school trips and outings.
- Care plan review arrangements

## **7. Care Plan Agreements**

It may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B). This will include:

### **The parent:**

- Agreeing to ensure that the child is changed at the latest possible time before being brought to the school.
- Providing the setting/school with spare nappies or pull ups or pants and a change of clothing.
- Understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes.
- Agreeing to inform the setting/school should the child have any marks/rash.
- Agreeing to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.
- Agreeing to review arrangements should this be necessary.

### **The school:**

- Agreeing to change the child should the child soil themselves or become uncomfortably wet.
- Agreeing to monitor the number of times the child is changed in order to identify progress made.
- Agreeing to report should the child be distressed, or if marks/rashes are seen.
- Agreeing to review arrangements should this be necessary.

Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

## **8. Personal Care Procedures**

The staff at Oldfleet Primary School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

## **9. Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

## **10. Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing.

Where ever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

A student on placement will not change a child unsupervised. Our experience shows that parents wish us to deliver any necessary intimate care by female members of staff, and so we will follow these wishes.

Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Head Teacher for further referral if appropriate.

## **11. Monitoring and Review**

The SENCO will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families. It is the SENCO's responsibility to ensure that all practitioners follow the school policy.

## **APPENDIX A**

### **Oldfleet Primary School - Intimate Care Plan**

Name of Child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if person designated above is unavailable:	
Where changing will take place:	
What resources / equipment will be used:	
Training requirements for staff:	
How products will be disposed:	
Infection control measures:	
Arrangements for trips / outings:	
Date shared with parents:	
Date of review (usually annually):	
Review comments:	
SENCO e-signature and date	

## **APPENDIX B**

### **Oldfleet Primary School - Intimate Care Plan Agreements**

#### **The parent:**

- I agree to ensure that my child is changed at the latest possible time before being brought to the school.
- I will provide school with spare nappies or pull ups or pants and a change of clothing.
- I understand and agree with the procedures that will be followed when their child is changed at school – including the use of any cleanser or wipes.
- I agree to inform the school should my child have any marks/rash.
- I agree to a 'minimum change' policy i.e. the setting/school would not undertake to change my child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary.

Signed (parent):	Date
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#### **The school:**

- We agree to change your child should the child soil themselves or become uncomfortably wet.
- We agree to monitor the number of times your child is changed in order to identify progress made.
- We agree to report to you should your child be distressed, or if marks/rashes are seen.
- We agree to review arrangements should this be necessary.

Signed (SENCO):	Date
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## **APPENDIX C**

### **Oldfleet Primary School - Personal Care Procedures**

Staff at Oldfleet Primary School will follow this procedure;

- Change the child's nappy and or clothing, as soon as possible.
- Use the appropriate cleaning products provided and adhere to health and safety guidance (Appendix D).
- Report any marks or rashes to parents.
- Inform parent / carer that a continence issue has arisen during a session.
- Contact a parent / carer only where soiling is severe and / or linked to illness, e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do not enter' sign (visually illustrated) on the door of the room being used for changing / cleaning.

## **APPENDIX D**

### **Oldfleet Primary School - Health and Safety Procedures**

Staff at Oldfleet Primary School will follow this procedure;

- Wear disposable gloves and aprons during changing and dispose of these in the designated bin.
- Double wrap soiled continence product and place in an identified bin.
- Clean the changing area after use.
- Wash hands with hot water and soap immediately after dealing with intimate care.
- Dry hands using paper towels and dispose of these in the bin provided.