

# Holy Trinity CE Primary School

To be the best we can be: for God, for others and for ourselves



## Intimate Care Policy

Agreed by Governors

Autumn 2024

Due for review

Autumn 2027

Holy Trinity Church of England Primary School believes that the intimate care of children cannot be separated from other aspects of their learning and development. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene. As a school we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a sensitive, respectful and professional manner.

## **Aims**

- To safeguard the right and promote the welfare of children and young people.
- To provide guidance and reassurance to staff whose work includes intimate care.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all children and young people.

## **Definition**

'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body.

'Personal Care' generally carries more positive perceptions than intimate care. Although it may often involve touching another person, the nature of this touching is more socially acceptable, as it is less intimate and usually has the function of helping with personal presentation and hence is regarded as social functioning. These tasks do not invade conventional personal, private or social space to the same extent as intimate care and are certainly more valued as they can lead to positive social outcomes.

Children and young people may require help drinking, eating, washing, dressing and toileting.

This intimate care policy should be read in conjunction with the schools' policies as below:

- Safeguarding policy and child protection procedures
- Staff code of conduct and guidance
- 'Whistle-blowing' and allegations management policies
- Health and safety policy and procedures
- Special Educational Needs policy
- Medicine Policy

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care

to the best of their abilities.

- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

### **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. The appropriate language to be used when referring to children who have soiled themselves would be – 'this child needs to be changed.'

Any practice must be in line with Safeguarding procedures/policies to ensure the protection of both children and staff.

Where necessary, apparatus may be provided to assist with children who need special arrangements following assessment from other professionals such as physiotherapist/occupational therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental stages and changes such as general toileting skills in the Foundation Stage or the onset of puberty and menstruation at Key Stage Two.

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 or wiping 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 and which member/s of staff will be most appropriate to care for that child.

Wherever possible staff should only care intimately for an individual of the same sex. However in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in primary school, if no male staff are available.

No member of staff will take responsibility for intimate care of a child unless it has been agreed and forms part of their Job Description.

Stringent vetting procedures including DBS checks ensure that all members of staff in our school are safe to work with children. Students or voluntary helpers will not be permitted to provide such care.

In line with our Child Protection Policy, all staff must remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out within school.

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. (See Allegations Management Policy)

If a child makes an allegation against a member of staff, all necessary procedures will be followed

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc, s/he will immediately report concerns to the appropriate manager/designated person for child protection. (Child Protection Procedures for details)

*Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Child focused principles of intimate care.*

### **Intimate Care Plan (See Appendix A)**

#### **A child requiring regular dressing and/or toileting support:**

The child will have a Personal Intimate Care Plan which will be agreed and signed by the parent/carer. This plan will outline who is responsible for supporting the child, where the support will take place, the procedure to be followed on every occasion, the resources required for the task, responsibilities for supplying these resources and any training received or required. This plan allows school and parents to be aware of the complete procedure surrounding the task from the outset. A record of 'changing' will also be kept. Although there may be specific requirements as reflected in individual Personal Care Needs Plans there is a general toileting procedure that staff at school will follow:

- Staff will always wear a single use disposable apron and gloves when carrying out the support. Where a child is soiled, a mask should be worn.
- Any wet or soiled waste e.g. pads, wipes and gloves will be placed in a polythene waste disposal bag and sealed.
- The bag will then be placed in a bin (with a liner) specifically allocated for this purpose.
- This bin will taken outside to the general waste bins by Wright Street.
- Soiled or wet clothing will be placed in a plastic bag and sealed.
- At the end of the school day staff will discretely pass this over to parents/carers when collecting their child and verbally give details of the circumstances.
  
- Two staff members should be present where a child needs wiping / cleaning or nappy changing.
- Where a child is significantly soiled where the child needs a bath or shower or the child refuses to allow the adult to clean them – then school would need to call the parent to collect their child.
- It is the parents responsibility to provide additional clothing for the child to change into e.g underwear, trousers, socks. School do keep a basic stock.

### **Child not requiring regular dressing and/or toileting support:**

In the event of a child becoming wet or soiled i.e. 'having an accident' in school, staff will quickly assess what actions need to be taken as below:

- If the child is wet and/or slightly soiled, a member of staff will discreetly escort the child to the nearest toilet where there is more space to carry out the support task.
- Staff will support changing of clothing and will initially encourage the child to clean themselves with wipes. However they may support the cleaning/wiping process if the child is unable to do this or is distressed.
- A member of staff will action the school's procedure to clean any waste from the classroom area.
- In both of the above cases staff will carry out the procedures following health and safety guidelines e.g. using gloves and aprons.
- Soiled or wet clothing will be placed in a plastic bag and sealed.
- At the end of the school day staff will discreetly pass this over to parents/carers when collecting their child and verbally give details of the circumstances

### **Off-site trips and visits**

Where a child has a Personal Care Needs Plan, consultation with colleagues should take place where any deviation from arrangements is anticipated e.g. on a school trip or visit as the same standard and level of facilities may not be available off site. Any deviation from the agreed plan will be documented and reported.

### **Role of Person taking responsibility / Parents / Class Teacher**

#### **The class teacher will:**

Ensure that the Care Plan is completed and updated each term or when new information is given.

#### **The person taking responsibility will:**

Ensure that the child is taken care of according to the Care Plan, when accidents do occur. Complete the Record of Care each time the child needs to be changed.

#### **The Parent / Carer will:**

Ensure that the class teacher is kept informed and updated of any changes to their child's needs.

**It is important to remember that not all children who wet / soil themselves will need a Care Plan. Children in Reception will often have accidents and the occasional accident can occur with older children. These are dealt with by the class teacher or Teaching Assistant as part of their general duty of care to their class. All staff are aware of this policy and will follow its guidelines. Only children with specific medical or emotional needs will need a Care Plan. However, should occasional accidents become more frequent for a child, it may be deemed necessary to complete a Care Plan, after consulting with the parent/carer.**



## Appendix A: INTIMATE CARE PLAN

# Holy Trinity Church of England Primary School

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Pupil name:	
Class:	
Details of assistance needed:	
Strategies to support independence:	
Child communication:	
Responsibility of resources:	
Frequency of support/staff authorised to carry out plan:	
Location of toilet:	
Liaison with parents / method of communication:	
Staff training needs:	
Meeting date:	
Review date:	



# Holy Trinity Church of England Primary School

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Dear Parents and Carers,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary, cleaned as quickly as possible.

Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Please fill out the permission slip below stating your preference.

Yours sincerely

Mrs Hitchen

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### Consent for Intimate Care

Name of Child.....

Please tick as appropriate:

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Holy Trinity Primary School.

I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer.....

Date.....

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