

Frassati Catholic Academy Trust

St Mary's Catholic Primary School

Learning and loving on our journey with Jesus



To the greater glory of God.

Intimate Care Policy

Date policy last reviewed: April 2022

Signed by:

Mrs Akehurst

Headteacher

Date: 05/04/2022

Mr Hopley

Chair of governors

Date: 05/04/2022

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1. Introduction

It is our intention to develop independence in each child, however there will be occasions when help is required. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of a child's needs and any child protection issues. A child's dignity should always be preserved with a high level of privacy, choice and control. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

St Mary's is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Our school recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

We acknowledge that children with learning and physical difficulties who have an increased dependency may require practical support with intimate care. We recognise our duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- Keeping children safe in education 2021

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy

3. Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their stage of development, physical difficulties or other special needs.

In school this may occur on a regular basis or during a one-off incident. All children are always encouraged to be independent therefore the child should be encouraged to do as much cleaning and removal of clothes as is practical. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Intimate care is any care which involves one of the following:

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him / herself
- Children wearing nappies
- Supervising a child involved in intimate self-care

- Providing comfort to an upset or distressed child
- Swimming
- Residential trips
- Periods
- Providing first aid assistance
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. *

*In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

Specific examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

4. Key Principles

When undertaking intimate care responsibilities, all staff will:

- do so in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.
- treat all pupils with dignity, respect and sensitivity whatever their age, gender, disability, religion or ethnicity. No child should be dealt with in a way that causes distress or pain.
- work in partnership with parents and carers to share information and provide consistency and continuity of care.
- ensure that the child is supported to achieve the highest level of autonomy possible given their age and abilities. Staff will encourage the child to do as much for him/herself as possible.

5. Best practice

- Staff who provide intimate care receive training in Safeguarding and Child Protection.
- Staff will be aware of the need for infection control including the need to wear disposable gloves where appropriate.
- 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 their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure. No child will ever be forced to comply with toileting or changing. If a child is distressed or refuses being changed/ assisted this will be respected and staff will liaise with parents/carers.

- Children who require regular assistance with intimate care have written personal care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.
- A Personal Care Plan (Appendix 1) will identify:
 - Who is responsible for dealing with the intimate care needs
 - Where it will take place
 - What resources will be used (e.g. cleansing agents or cream to be applied)
 - How the nappy or soiled items will be disposed of/ managed
 - What infection control measures in place
 - How the intimate care is managed
 - What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries on the child.
- Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g.: has had an 'accident' and wet or soiled him/herself). Information on intimate care will be treated as confidential and communicated in person, by telephone or by sealed letter, not through a home/school diary.
- Where possible children will be out of nappies by the time they begin school.
- For children who require changing in Reception, parents must sign a simple agreement form (Appendix 2) This agreement allows the school and the parent to be aware of all the issues surrounding this task
- The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- Every 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. Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level.
- It is not always practical for two members of staff to assist with an intimate procedure and also this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.
- All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

6. Medical Procedures

Children with disabilities might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy

bags. These procedures will be discussed with parents/carers, documented in the care plan and will only be carried out by staff who have been trained to do so.

7. Safeguarding

- We recognise that children with special needs and disabilities are particularly vulnerable to all types of abuse.
- Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.
- From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It is unrealistic to expect to eliminate these risks completely, but they can be minimised by following 'Best Practise' as laid out by this policy and all adults will be encouraged to be vigilant at all times.
- If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Head Teacher. The matter will be investigated at an appropriate level (usually the Head Teacher) 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 any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the DSL immediately.
- Special consideration will be taken to ensure that bullying and teasing does not occur.

8. Health and Safety

- Staff will wear disposable gloves while assisting a pupil in the toilet or changing a nappy, or incontinence pad.
- Nappies must be changed in the designated area away from play facilities and away from any area where food or drink may be prepared or consumed.
- Soiled nappies and incontinence pads should be placed in a polythene waste disposal bag, which can be sealed and disposed of appropriately.
- The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.
- Hand washing facilities for staff (hand wash basin, soap and paper towels) must be available in

close proximity to any changing area.

- Schools will support families to contact the school nurse service if further advice is required with toilet training.

9. Resources

- The dignity and privacy of the child is of paramount concern. An area will be made private when a child is to be changed.
- Schools will ensure that the following are available:
 - hot running water and soap
 - paper towels
 - aprons and gloves
 - nappy bags
 - cleaning equipment
 - bin
 - a supply of spare nappies and wipes (provided by the child's parent/ carer)
 - spare clothes

10. School responsibilities

- Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- Wherever possible, pupils who require intimate care will be involved in planning for their own healthcare needs with input from parents welcomed.
- In liaison with the pupil and parents, a personal intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.
- The privacy and dignity of any pupil who requires intimate care will be respected at all times. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents.
- Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a Record of Intimate Care Intervention and this will be stored in the school office. (Appendix 3)
- Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff. A minimum number of changes will be agreed.
- Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

11. Parental responsibilities

- Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.
- Parents will inform the school should their child have any marks or rashes.
- Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

12. Swimming

- At St Marys pupils participate in swimming lessons: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
- Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.
- Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

13. Offsite visits

- Staff will apply all the procedures described in this policy during residential and off-site visits.
- Consent from a parent will be obtained and recorded prior to any offsite visit.
- Where a pupil has an individual intimate plan, before offsite visits including residential trips, the plan will be amended to include procedures for intimate care whilst off the school premises.

14. Monitoring and review

This policy will be reviewed every two years by the Head Teacher and the DSL.

All changes will be communicated to relevant stakeholders.

The scheduled review date for this policy is September 2023.

Appendix 1



Personal Care Plan

Personal and Family Details

Child's full name : _____

Date of birth : _____ Year / Class : _____

Contact details Priority 1

Name:

Relationship to child:

Contact details Priority 1

Name:

Relationship to child:

Medical diagnosis / condition:

Nature of Personal Care:

For all procedures provide the following:

Procedure A

Who is responsible for dealing with the intimate care needs?

Where will it take place?

What resources will be used (e.g. cleansing agents or cream to be applied)?

How the nappy or soiled items will be disposed of/ managed?

What infection control measures in place?

How the intimate care is managed?

What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries on the child.

Procedure B Who is responsible for dealing with the intimate care needs? Where will it take place? What resources will be used (e.g. cleansing agents or cream to be applied)? How the nappy or soiled items will be disposed of/ managed? What infection control measures in place? How the intimate care is managed? What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries on the child.

Signed by:		Relationship to child :	Parent / guardian / carer	Date:	
Signed by:		Relationship to child :	Class / tutor teacher	Date:	
Signed by:		Relationship to child :	SENDCo	Date:	
Signed by:		Relationship to child :		Date:	

Appendix 2

Reception Personal Care Plan- Change of Nappy/Pull-up

I give permission for the school to change my child's nappy/pull up in accordance with the intimate care policy.

Child's name:

Class:

Name of Teacher:

Parents/ carers will:

- Change their child's nappy at the latest possible time before being brought to school.
- Provide spare nappies, creams, wipes and a change of clothing.
- Advise staff of procedures to be followed when their child is changed at school e.g. use of creams etc.
- Inform staff of any marks or rashes that their child has.
- Will not expect the staff to change their child's nappy more frequently than if he/she was at home.
- Review arrangements for changing their child's nappy as necessary.

The school will:

- Change the child's nappy when it becomes soiled or uncomfortably wet.
- Change the child's nappy in a suitable place that respects privacy and dignity.
- Report to parents/carers if any marks or rashes are seen and if the child becomes distressed when changed.
- liaise with the family to ensure adequate resources are in school.
- Agree to review the arrangements should this be necessary.

Parent:

Date:

Teacher:

Date:,

15. Appendix 3

16. Record of Intimate Care Intervention

Pupil's name:		Class/year group:		
Name of support staff:				
Date:		Review date:		
Date	Time	Procedure	Staff signature	Second signature