# Potters Green School

nurturing bright futures

**Intimate Care Policy**

**October 2023**

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## 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 children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children 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 is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

## 2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

# 3. Role of parents

## 3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents of children new to our nursery or reception, will be asked to sign an intimate care agreement (see appendix 1). This agreement will remain in place until the end of year 1 unless parents contact the school to request otherwise.

For children whose needs are more complex, require regular stage appropriate intimate care (e.g. those still wearing nappies/pull-ups) or who need particular support outside of what's covered in the intimate care agreement, an intimate care plan (see appendix 2) will be created in discussion with parents. This will be reviewed at least twice each academic year and will remain with the child until it is no longer required. If a care plan is no longer required before the children reaches the end of year 1, an intimate care agreement will be completed.

Where there isn't an intimate care plan or an intimate care agreement in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents 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 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, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board 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 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 2 for a blank template plan to see what this will cover.

## 3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed. Parents will be required to check children's bags on a daily basis to ensure appropriate equipment is provided/restocked and that bags are emptied of wet changing bags if transported home in this way.

## 3.4 Proving equipment

Each day, parents will provide a change of clothing (including socks and underwear) and a waterproof bag (plastic carrier bag) for their child. If the child has an intimate care plan and requires changing, wipes, nappies/pull-ups and nappy sacks, these must also be provided.

# 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 teaching assistants, learning mentors and teachers.

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.

## 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 is 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, including those related to COVID-19

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

# 5. Intimate care procedures

## 5.1 How procedures will happen

Procedures will be carried out according to the school's risk assessment.

When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies and bins.

For pupils needing routine intimate care, where an intimate care plan is in place, the school expects parents to provide, when necessary, a good stock 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 at the end of the day.

Staff members who are known to the child will take on that responsibility for providing intimate care. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability.

Careful consideration will be given to each child's situation to determine if more than one adult might need to be present when a child is receiving intimate care. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.

**Steps to effective toileting/changing arrangements:**

• If possible children should be changed standing up or using the changing table to avoid staff lifting children.

• If the child is changing within the children's toilets, this should be carried out within a cubicle (to maintain the child's dignity).

• In the EYFS, the changing table within the nursery staff toilet, can be used if and as required. A member of staff must support the child in accessing the changing table and must remain present at all times while the child is on the table.

• For older children, if a private space is required to maintain the child's dignity, the staff disabled toilet can be used.

• The child's skin should be cleaned with a disposable wipe.

• Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents) they must not be shared.

• Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided.

• Any soiled or damp clothing should be placed in a plastic carrier bag and labelled.

• Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.

• Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.

• Hands should be thoroughly washed afterwards.

• The imitate care record will be completed.

The intimate care record will be kept and shared with parents. This information will be stored by the class teacher, in a class folder within a secure area.

At the end of the academic year, these records (intimate care agreement, plans and records) will be passed onto the new class teacher.

### 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 the designated safeguarding lead.

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. Monitoring arrangements

This policy will be reviewed by a member of the school leadership team at least every two years. At every review, the policy will be approved by the Head Teacher.

## 7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety procedures
- Inclusion
- Supporting pupils with medical conditions

| | | |
|---|---|---|
| **Approved by:** | Head Teacher | **Date:** 10.10.2023 |
| **Last reviewed on:** | 10.10.2023 | |
| **Next review due by:** | October 2025 | |

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## Intimate Care Agreement

| PERMISSION FOR POTTERS GREEN SCHOOL TO PROVIDE INTIMATE CARE | |
|---|---|
| Name of child | |
| Date of birth | |
| Name of parent/carer | |
| 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 my child has an infection) | □ |
| I have read and understood the intimate care policy and I will contact the school immediately if I have any concerns | □ |
| I **do not** give consent for my child to be washed and change in case of a toileting accident.<br>Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed.<br>I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning. | □ |
| Parent signature | |
| Name of parent | |
| Relationship to child | |
| Date | |

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## Intimate Care Plan

| PERMISSION FOR POTTERS GREEN SCHOOL TO PROVIDE INTIMATE CARE | |
|---|---|
| Name of child | |
| Date of birth | |
| Name of parent/carer | |
| 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 my child has an infection) | □ |
| I have read and understood the intimate care policy and I will contact the school immediately if I have any concerns | □ |

| | |
|---|---|
| Type of intimate care needed | |
| How often care will be given | |
| Training required | |
| Where care will take place | |
| What resources and equipment will be used, and who will provide them | |
| How procedures will differ if taking place on a trip or outing | |
| Name of parent or carer | |
| Relationship to child | |

| | |
|---|---|
| Signature of parent or carer | Date |
| Name and signature of staff member(s) responsible | Date |
| Name and signature of senior staff member (Phase/Inclusion leader) | Date |

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## Intimate Care Record

| | | | |
|---|---|---|---|
| Name of child | | | |
| Class | | | |
| Consent for intimate care given? | | | Yes/No |
| Intimate care plan in place? | | | Yes/No |
| Date | Time | Staff Member | Comment/Action Taken |
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