

Intimate care policy

Lydgate Infant School



Approved by:	LIS Governing Body	Date: June 2022
Last reviewed on:	14 July 2022	
Next review due by:	Autumn 2023	

1. Aims

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Child Protection & Safeguarding Policy and Health and Safety Policy

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

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 pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing.

2. Legislation and statutory guidance

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

3. Partnership with parents

3.1 Seeking parental permission

For children whose needs are complex or who need regular assistance with intimate care will have an intimate care plan created in discussion with parents (see section 3.2 below).

Where there isn't an intimate care plan 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.

The child's class teacher works in partnership with parents/carers to share relevant information and provide continued care appropriate to the needs of the individual child. We ask parents/carers to provide a change of clothes if a child regularly needs to change during the school day.

We ask parents/carers to provide:

- change of clothes/undergarments
- spare nappies (if needed)
- wet wipes

3.2 Creating an intimate care plan

Intimate care plans will be drawn up for any child requiring regular intimate care, 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 1 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.

4. Role of staff

4.1 Which staff will be responsible

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
- › Team Teach (manual handling training) is also employed where necessary to enable 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
- › 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

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 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 dressing and undressing.

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. Where possible, one child will be catered for by one adult, but a second adult should be made aware that intimate care is taking place.

Nappy changing procedures

- Where possible, the teacher or teaching assistant from the child's class will change the nappy. If this is not possible, a designated replacement staff member (whom the child is familiar/comfortable with) will undertake this task.

- Children are changed as and when necessary.
- All children are changed in the First Aid Room on the changing mat.
- Staff will wear a fresh pair of disposable gloves for each nappy change. Disposable aprons will also be available if required.
- Soiled nappies are bagged and placed in the designated nappy bin.
- Any soiled clothing will be contained securely and discreetly returned to parents at the end of the day.
- The changing mat is wiped down with antibacterial wipes/spray after each nappy change.
- Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- Incidents should be recorded on the Intimate Care Record sheet
- Staff will inform parents/carers at the end of the day about the nappy changes throughout the day.

Toileting 'accidents' procedures

- When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can - lots of praise and encouragement will be given to the child throughout.
- All children are changed in the First Aid Room, however in some circumstances it may be more appropriate to support the changing in the toilets.
- Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks. Disposable aprons will also be available if required.
- Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- Incidents should be recorded on the Intimate Care Record sheet
- 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 soiled him/herself). This information will be treated sensitively.

When carrying out procedures, the school will provide staff with: protective gloves and aprons, cleaning supplies, wet wipes, changing mats and bins.

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 becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

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 FS2 Lead every year. At every review, the policy will be approved by governing board

7. Record Keeping

Accurate records are kept when a child requires assistance with intimate care; these are recorded on the Intimate Care Record sheet. These include the child's name, date, time, person who changed the child, reason for the change and any comments such as changes in child's behaviour.

Appendix 1: Intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	First Aid Room (or toilets if more appropriate)
What resources and equipment will be used, and who will provide them	Changing mat and bin, cleaning supplies, disposable gloves, disposable apron, wet wipes
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Date	
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Appendix 2: Record of Intimate Care

RECORD OF INTIMATE CARE					
Name of child	Date	Time	Staff member	Procedure 1=wet toileting change 2=soiled toileting change	Additional comments