



Intimate Care Policy

2021

(to be reviewed September 2023)

At St Francis of Assis CE Primary School, we endeavour to provide the best educational opportunities for children within our care in a secure, happy and hard working environment. Within this environment, we are committed to providing equality of opportunity, allowing all children to aspire to greater heights and flourish within our school community.

Purpose of the guidance

This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally. As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.

Staff who work with children and young people or those with special needs will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs. Intimate/personal care can be defined as care tasks of an intimate/personal nature, children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them.

Our school is committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain and this policy and procedure is to help ensure good practice in this area.

Legislation

This policy will support staff to overcome any challenges and be confident they are meeting the requirements of the Early Years Foundation Stage, Special Educational Needs and Disability Act (2001), the Disability Discrimination Act (1995), Equality Act (2010) and related legislation.

Children and Families Act 2014, <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>
Education Health Care Plans 37 – 50.

The Equality Act (2010) states that the responsible body of a school must not discriminate against a person:

- (a) In the arrangements it makes for deciding who is offered admission as a pupil.
- (b) As to the terms on which it offers to admit the person as a pupil.
- (c) By not admitting the person as a pupil.

It is not acceptable to ask parents to come to change their child if a child has a recognised disability as this is a direct contravention of the Act. Also leaving any child soiled for any length of time is considered a safeguarding issue since it places the child at risk of significant harm.

Facilities

Current Department of Education recommendations for purpose built foundation stage units include an area for changing and showering children to meet and support the development needs of young children. Our school does not fall within this category but a suitable place for changing children, including providing the necessary resources is provided. The provision of a disabled toilet in the school entrance area with access to a changing mat and washbasin to facilitate changing. Within the nursery there is also a larger staff toilet if a child requires changing or assistance in private.

It recommended that:

1. Where possible children or young people are changed standing up.
2. Less mobile children or young people, or children in the foundation stage, may prefer to be changed on a suitable changing mat on the floor whilst still ensuring the dignity of the child.
3. Dispose of nappies observing the appropriate procedures.

Safeguarding and Welfare Requirements

All staff working in schools with responsibility for carrying out intimate/personal care procedures have been recruited and selected robustly with appropriate levels of vetting checks necessary for their role.

(Regulated activity DBS). There is no legal requirement that a second member of staff must be available to supervise the intimate care process. However staff ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Only contracted members of staff (not students or volunteers) may support a child with changing or hygiene.

Staffing

Under normal circumstances, it would be expected that this job be carried out by TAs and not by teachers – although in extreme urgent cases no adult looking after a child should refuse to change them.

Support for Parents

If there are a significant number of young children starting nursery who have not yet developed their intimate/personal care skills, staff will discuss this with them during home visits and give them some guidance. Staff at school can also make contact with the Health Visitors and have discussions regarding how they can support parent/carers at home. Staff will create together an intimate care plan for children, where appropriate that details the child's needs (see Appendix 3). Finding out further information regarding,

- What the physical needs of the child/young person are?
- What the emotional needs of the child/young person are?
- What the preferred strategies for the child/young person are?

Should a child with complex intimate care needs be admitted, the child's medical practitioners will need to be closely involved and a separate more specialised individual intimate care plan may be required.

Procedure for Personal Care

The following guidelines should be followed by staff when changing a child. Parents will be made aware of the policy and procedure staff will follow should their child need changing during school time.

This includes:

- Staff to wear disposable gloves and aprons while dealing with the incident;
- Soiled underwear to be double wrapped in a nappy sack and sent home;
- Changing area to be cleaned after use;
- Hot water and liquid soap available to wash hands as soon as the task is completed;
- Hot air dryer or paper towels available for drying hands.
- The location of changing will be determined by the severity of the incident. The toilet in the nursery area has changing facilities and resources but likewise minor incidents may be managed with supervision in the key stage toilet area.
- Children should be encouraged as far as possible to manage their own personal hygiene (with supervision).
- When changing a child only baby wipes and toilet tissue may be used – no other creams or cleansing agents.
- If a child is using a nappy this should be put in a nappy sack and disposed of in a nappy bin.

If a child is unduly distressed by the experience then parents will be called immediately. Consent from parents is required, stating the roles and responsibilities of both the home and school and has an agreement/consent form for parents to sign (see Appendix 1).

Partnership Working

School will make arrangements for children in special circumstances e.g. when a child with complex continence needs or delayed development is admitted. In such circumstances, the appropriate health care professionals will be closely involved in forward planning and advising staff.

In these circumstances it may be appropriate for the school to set up a staff/ parent personal care agreement that defines the responsibilities that each partner has, and the expectations each has for the other. This includes:

The parent:

- Changing your child/young person at the latest possible time before coming to school.
- Provide spare nappies/ pull ups, wet wipes and sufficient changes of clothes where necessary.
- Wash and return any clothing provided by the school as soon as possible.
- A mutual agreement to the procedures to be followed during changing at school (see Appendix 1).
- Assist us by informing our staff if your child/young person has any marks/rashes.
- Encourage your child/young person's self-help in intimate care procedures wherever possible.
- Discuss any concerns regarding your child/young person intimate care progress with our staff.

The staff:

- Changing your child/young person should s/he require it and record this on the personal care log (see Appendix 2).
- Inform you if your child/young person has any marks/rash and take further action as appropriate.
- Encourage your child/young person in their participation in their intimate care procedures wherever this is possible.
- Respect cultural practices through discussion with you, the parents/carer.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the EYFS/ school is taking a holistic view of the child's needs (see Appendix 1).

Personal Care Needs in KS1 and KS2

If children are entering these key stages with intimate/personal care needs which have not been addressed, staff are advised to contact the specialist community nursing service for support.

The school should:

- Have written care plans in place for any pupil who could be expected to require intimate care;
- Ensure that pupils are actively consulted about their own care plan.

Staff should:

- Adhere to the intimate and personal care policy;
- Make other staff aware of the task being undertaken;
- Always explain to the pupil what is happening before a care procedure begins;
- Consult with colleagues where any variation from agreed procedure/care plan is necessary;
- Record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers;
- Avoid any visually intrusive behaviour;
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this.

This means that adults should not:

- Change or toilet in the presence or sight of other pupils;
- Shower with pupils;
- Assist with intimate or personal care tasks which the pupil is able to undertake independently.

If any intimate care is required of any pupil, for e.g. accidentally wetting, this will be recorded down on a personal care log.

Appendix 1

Consent for Intimate Care Procedures

Dear Parent/Carer,

Attached is a consent form asking for your permission for staff at school to be involved in the intimate care of your child. This will include changing your child if they have an accident, e.g. falling over and requiring a change of clothes, or changing your child if they have an accident involving toileting. Staff will encourage your child in their participation of their intimate care procedures wherever this is possible. Please could you sign the form and return it to a member of staff.

If your child is not yet toilet trained, please discuss this with a member of the Early Years team. School will need sufficient resources to be able to change your child and will work in partnership with you to support.

A copy of our Intimate Care Policy and Procedures can be found on our school website.

If you have any questions please do not hesitate to speak to a member of the Early Years team.

Kind regards

Marie Watson and Stephanie Robinson

Early Years Leads

School/Setting Agreement to support staff involvement in Intimate Care

We aim to work closely with you and your child to ensure that they feel confident, secure and respected in our school/ setting.

Our Parent/ Carer will help support us by:

- Changing your child/young person at the latest possible time before coming to school.
- Provide spare nappies/ pull ups, wet wipes and sufficient changes of clothes where necessary.
- Wash and return any clothing provided by the school as soon as possible.
- A mutual agreement to the procedures to be followed during changing at school.
- Assist us by informing our staff if your child/young person has any marks/rashes.
- Encourage your child/young person's self help in intimate care procedures wherever possible.
- Discuss any concerns regarding your child/young person intimate care progress with our staff.

Our staff will support you by:

- Changing your child/young person should s/he require it.
- Inform you if your child/young person has any marks/rash and take further action as appropriate.
- Encourage your child/young person in their participation in their intimate care procedures wherever this is possible.
- Respect cultural practices through discussion with you, the parents/carer.

Child's Name.....

Parent/ Carer Name.....

Parent/Carer Signature..... Date.....

Staff Signature.....

Appendix 3

Supporting your child/young person with Intimate Care.

Any additional information that would help us meet your child's individual needs. For example:

- What are the physical needs of the child/young person?
- What are the emotional needs of the child/young person?
- What are the preferred strategies for the child/young person?
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Child's Name:

Arrangements to be made	In place Yes/ No	Notes

Date:

Signed:

Name: