



Intimate Care Policy

Key Document Details

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Owner	Rachael Amor		
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Overview

Bowerhill Primary School is committed to safeguarding and promoting the wellbeing of all our children, and expects staff and volunteers to share this commitment.

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 which some children are unable to do because of their age, physical difficulties or other special needs. Intimate care can include:

- Washing and changing – dressing/undressing (underwear)
- Toileting
- Treatments such as enemas, suppositories or enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

Introduction

The intimate care policy and guidelines have been developed to ensure that:

- The health, safety, independence and welfare of children is promoted.
- The dignity and privacy of children is respected.
- To safeguard children and staff.
- Arrangements for intimate and personal care are open and transparent.

Disabled children can be especially vulnerable. Staff involved with their care need to be sensitive to their individual needs.

There have been an increasing number of children entering the Early Years Foundation Stage without being fully toilet trained. This policy sets out the procedures we will follow when dealing with any intimate care such as nappy changing or in the case of a child accidentally wetting or soiling him/herself.

Principals of Intimate Care

The following are the fundamental principals upon which the policy guidelines are based:

- Pupils should be encouraged to act as independently as possible and to undertake as much of their personal care as is possible and practical.
- Pupils are entitled to respect and privacy at all times and especially when in a state of undress.

- Every child has the right to be safe.
- 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 considered.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Responsibilities

The Principal (or Assistant Principal) and SENDCO will:

- Arrange a multi-agency meeting to discuss the personal care needs of any pupil for which it is foreseeable that they will have intimate care needs prior to them attending the school.
- Create, in liaison with the child and parents/carers, an Individual Health Care Plan to ensure that reasonable adjustments are made for any child with a health condition or disability (this may not be necessary for every child who has intimate care needs).
- Ensure pupils are actively consulted about their own care plan.
- Ensure all staff undertaking the intimate care are familiar with, and understand, the Intimate Care Policy and plan.
- Ensure all staff access any required training for specific types of intimate care that they carry out.
- Ensure intimate care arrangements are agreed by the school, parents/carers and child (if appropriate)
- Ensure intimate care arrangements are recorded in the child's personal file and consent forms/Intimate care plans are signed by the parents/carers and child (if appropriate).
- Ensure Intimate Care arrangements are reviewed at least 6 monthly. The views of all relevant parties should be sought and considered to inform future arrangements.
- Ensure provision is in place for occasions when key members of staff are absent (other staff are trained as a contingency).
- Agree how often a child should be routinely changed during the school day and designate member of staff to change them.

- Discuss and take the appropriate action to respect the cultural practices of the family.

School Staff will:

- Work in partnership with children and parents.
- Make other staff aware of the task being undertaken and have another member of staff present (unless otherwise stated in the Intimate Care Plan)
- Always explain to the pupil what is happening before a care procedure begins.
- Change the child, or assist them in changing themselves if they become wet, or soil themselves.
- Never knowingly leave a child in wet or soiled clothing.
- React to incidents in a calm and sympathetic manner.
- Keep accurate records of times, staff and any other details of incidents of intimate care.
- Contact parents/carers if the child refuses to be changed or becomes distressed during the process.
- Maintain excellent standards of hygiene when carrying out intimate care.
- Consult with SENDCO 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 child and their parents/carers.
- Where the child is in a changing room/toilet, announce their intention of entering.
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this.
- Wear a fresh, disposable apron and gloves while changing a child.
- Not assist with intimate or personal care tasks which the pupil is able to undertake independently.
- Report any concerns about a colleague's intimate care practice immediately directly to the principal.

Parents will:

- Advise staff of the intimate care needs of their child.
- Change their child, or assist them in going to the toilet at the latest possible time before coming to school.

- Provide spare nappies/incontinence pads, wet wipes and a change of clothes in case of accidents.
- Read and sign this policy to confirm that they understand the policies and procedure around intimate care.
- Inform the school should their child have any marks/rashes.
- Discuss with the school how often their child will need to be changed and agree who will do the changing.
- Work with the school to develop their child's independence where appropriate.

Guidelines for Good Practice

- When assistance is required, this should normally be undertaken by one member of staff, however, they should ensure that another appropriate adult is present who is aware of the task to be undertaken and that they are visible and/or audible.
- Intimate or personal care should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.
- A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.
- Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan.
- Involve the child in their intimate care.
- Try to encourage a child's independence as far as possible in his/her intimate care.
- Where the child is fully dependent, talk with them about what is going to be done and give them choice where possible.
- Check your practice by asking the child/parent any likes/dislikes while carrying out intimate care and obtain consent.
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- Make sure practice in intimate care is consistent (a child can have multiple carers)
- Effective communication with parents/carers ensures practice is consistent.

- Be aware of your limitations – only carry out care activities you understand and feel confident to carry out. If in doubt, ASK.
- Some procedures must only be carried out by staff who have been formally trained and assessed.
- Promote positive self-esteem and body image. Confident self-assured children who feel their body belongs to them are less vulnerable.
- The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important.
- If you have any concerns, you must report them. If you observe any unusual markings, discolouration or swelling, including the genital area, report them immediately to the Designated Safeguarding Lead and record on CPOMS.
- If, during the intimate care of a child, you accidentally hurt them, or the child appears to be sexually aroused by your actions, or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to your Designated Safeguarding Lead and record on CPOMS.
- Report and record any unusual emotional or behavioural response by the child.
- Parents/carers are to be informed about concerns, where appropriate (see school Safeguarding Policy).

Communication with children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Children communicate using different methods eg. Words, signs, symbols, body movements, eye pointing. Make eye contact at the child's level. Use simple language and repeat/rephrase if necessary. Wait for response. Continue to explain to the child what is happening, even if there is no response. Treat the child as an individual with dignity and respect.

Monitoring, Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness.



Appendix 1 – Agreement between Child and Personal Assistant

Child's name			
Year Group		Class	
Names of Staff involved			
Date Agreed			
Review Date			

Support Staff

As the personal assistant helping you in the toilet, you can expect me to do the following:

- I will stop what I am doing to help you in the toilet. I will avoid all unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touch you or your clothing.
- I will check that you are as comfortable as possible, both physically and emotionally.
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your Toilet Management/Intimate Care Plan.

Child

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible, to let you know a few minutes in advance, that I am going to need the toilet so that you can make yourself available and be prepared to help me.
- I will try to use the toilet at break time or the agreed times.
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straightaway if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

Signed (Staff member/s)	
Signed (Child – if appropriate)	
Signed (Parent)	



Appendix 3 - Toilet Management Plan

Child's name			
Year Group		Class	
Names of Staff involved			
Date Agreed			
Review Date			

Area of Need	
Equipment Required	
Location of suitable Toilet facilities	
Support Required	
Frequency of Support	

Working towards Independence

Target	
Child will try to	
Staff support	

Signed (Staff member/s)	
Signed (Child – if appropriate)	
Signed (Parent)	

