



**Old Buckenham Primary School and Nursery**  
**Intimate Care Policy**

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<b>Executive summary</b>	This is a new version of the policy
<b>Review Body</b>	Teaching staff
<b>Endorsed by</b>	Governing Body
<b>Review frequency &amp; next review due</b>	Every three years
<b>Comments</b>	This policy is available on our school website and is available on request from the school office.

## **Intimate Care Policy**

### **Introduction**

Old Buckenham Primary School and Nursery is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that caused distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

### **Aims of this policy**

- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To safeguard the dignity, rights and well being of all children, regardless of disability, gender or race.
- To ensure intimate care procedures minimise any risks associated with intimate care.
- To assure parents and carers that staff are knowledgeable about intimate care and that their child's individual needs and concerns are taken into account.
- To ensure the procedures are non-discriminatory and that parents of children with disabilities are not asked to do more than their peers who do not have children with disabilities.

### **Definition**

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Safeguarding, and Moving and Handling where appropriate) and fully aware of best practice.

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- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- 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.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual Health Care Plans will be drawn up for any pupil requiring regular intimate care.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Children who have an Individual Health Care plan, should where possible, be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on a care plan.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.

### Procedures

All staff carrying out intimate care of children in the school must be aware and follow the procedures and advice outlined below:

- Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper.
- Ensure they are aware of the Safeguarding policy and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care, staff should record this and discuss with the schools designated safeguarding lead.
- Adults working on their own with a class or group of children should seek assistance from another member of staff (using the red card if appropriate) if a child needs intimate care.
- Children who need changing during lesson time due to a toileting accident should be changed, staff should choose the most appropriate space that allows privacy and/or supervision.
- Use the nature of the accident and the knowledge of the child to make a judgement on how many adults should be involved in intimate care. Wherever possible children should be responsible for attending to their needs. In most cases, it is advisable to have two adults in attendance if the child requires a high level of support (even if only one is directly attending to a child's needs and the other is in the same area).
- Consider the dignity of the child and allow them to make a decision on how they are assisted.

Ask the following questions if relevant:

Would you like some help? Would you like me to help you?

Would you like me to come with you and wait outside the door in case you need any help?

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- Ensure another member of staff, preferably the class teacher if during lesson time, knows that you are withdrawing the child and why.
- Speak to the child by name and explain what is happening. Ensure privacy appropriate to the child's age and situation.
- If children can change themselves, wait outside the door with the younger children and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult. Professional judgement should be used.
- Be aware and responsive to the child's reactions if assisting with intimate care.
- Ensure any religious and cultural values are taken into account.
- Ensure spare clothing is readily available.
- If washing is required, use a disposable cloth. Encourage the child to wash any intimate parts of the body.
- Any injuries needing intimate care should be dealt with sensitively. The Head teacher should be called in such circumstances and parents may be requested to attend as appropriate.
- Gloves should be used if assisting in any form of intimate care.
- Dispose of any used items appropriately. Soiled nappies should be double bagged and placed in the first aid bin.
- If necessary, clean and disinfectant any soiled surfaces once the child has returned to the classroom.
- If a child has need of support or reassurance after the incident, an appropriate space should be used.
- Record all incidents of intimate care on the log and inform the parents if the child has been assisted in any way, the same day.
- Confidentiality should be maintained at all times between child, school and parent/carer.
- Staff with concerns over any aspect of intimate care should discuss these with the Head teacher.

### **Regular Occurrences**

- Where a routine procedure needs to be established, an Individual Health Care Plan should be prepared, in consultation with all relevant parties.
- Children with care plan will have a separate record where the date and time is noted and the signature of the staff member is kept on record. Parents of these children will be aware of the procedure and will not receive a note every day.

### **Parents and carers**

- If the child has been assisted with intimate care, parents will be informed via a standard letter.
- Parents will be made aware of the procedures in the prospectus and will be able to view the policy at any time.

### **Nursery Provision**

No child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

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We provide nappy changing facilities and exercise good hygiene practice in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

### Procedures

- Staff are aware of each child's toilet needs with the information being obtained from the getting to know you form
- Young children from two years should wear 'pull ups' or other types of trainer pants as soon as they are comfortable with this and their parents agree.
- Changing area is warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Gloves and aprons are put on before changing starts and the area is prepared. Paper towel is put down on the changing mat freshly for each child.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are changed within sight of other staff whilst maintaining their dignity and privacy at all times.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They should be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull ups' are disposed of hygienically. Any soil (faeces) in nappies or pull ups is bagged and put in the clinical waste bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.
- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.

### Child Protection

The Governors and staff of Old Buckenham Primary School and Nursery recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) she/he will immediately report concerns to the Designated Person for Child Protection.

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.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

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If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

### **Associated Documents**

This policy should be read in conjunction with the school's Safeguarding Policy and Code of Conduct for staff.

### **Appendices**

- Intimate care log
- Letter for parents re intimate care
- Individual Health Care Plan

**Old Buckenham Primary School and Nursery**  
**Intimate Care Record**

Date	Time	Child's name and class	Name of adults involved	Nature of incident and action taken

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**Old Buckenham Primary School and Nursery**  
**Intimate Care Record for Parents**

Name of child	Class
Date of incident	Time
Name of adult/s involved	
Nature of incident and action taken	
Signed:	Position

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# INDIVIDUAL HEALTH CARE PLAN



DATE OF PLAN	REVIEW DATE

PUPIL	DOB	SCHOOL	CLASS
HOME ADDRESS		SCHOOL ADDRESS	

KEY PEOPLE		
NAME	RELATIONSHIP/ROLE	CONTACT DETAILS

<b>DESCRIPTION OF CHILD</b>
<b>DESCRIPTION OF CONTINENCE PROBLEM</b>
<b>MEDICATION</b>
<b>MANAGEMENT &amp; ROUTINE</b>
<b>HYGIENE &amp; HELP REQUIRED</b>
<b>ARRANGEMENTS FOR SCHOOL VISIT/TRIPS, etc.</b>
<b>USE AND DISPOSAL OF CONTINENCE PRODUCTS</b>
<b>ARRANGEMENTS FOR SOILED UNDERWEAR</b>
<b>POSSIBLE DIFFICULTIES THAT COULD ARISE AND ACTIONS TO BE TAKEN</b>
<b>GOALS FOR CONTINENCE MANAGEMENT</b>
<b>SIGNATURES:</b>

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	Parents
	School