



"Working together to fulfil potential"

Intimate Care Policy

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Contents:

1. Aims
2. Definitions
3. Our Approach
4. The Protection of Children
5. Toileting
6. SEND
7. Intimate Care Procedures

APPENDIX A: Parental Permission

APPENDIX B: Intimate Care Plan

1. Aims

1.1. This policy aims to:

- Provide a clear outline of the procedures for managing intimate care within our EYFS
- Define what we consider to be best practice
- Provide information to staff, parents, carers, governors and stakeholders

2. Definitions

2.1. Intimate care can be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Including any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas, such as:

- Feeding
- oral care
- washing/cleaning
- changing clothes
- first aid and medical assistance
- supervision of a child involved in intimate self-care.

2.2. In most cases, such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a duty of care.

3. Our Approach

3.1. James Brindley Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

3.2. The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

3.3. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.

3.4. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care, wherever possible.

3.5. 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 they are able.

3.6. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. Arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal 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.

4. The Protection of Children

4.1. Education Child Protection and Multi-Agency Child Protection, along with school safeguarding procedures will be adhered to at all times.

4.2. In line with the school's safeguarding policy, if a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness, etc. they will immediately report concerns to the appropriate Designated Safeguarding Lead. The normal process of assisting with personal care, such as changing a nappy should not raise child protection concerns.

4.3. Section 18 in the Government guidance 'Safe Practice in Education' states that, 'staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.' It is recommended that the adult who is going to change the child informs the teacher that they are going to do this. There is no written legal requirement that two adults must be present; *staff will need to make their own judgement based on their knowledge of the child/family and in conjunction with the Early Years Foundation Stage Lead.*

5. Toileting

5.1. At James Brindley Community Primary School, we understand that, in some cases, achieving continence can assume great significance in a child's developmental journey. No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained.

5.2. Issues around toileting will be discussed at a meeting with parents/carers prior to admissions into the school/setting. This meeting will also provide an opportunity to involve other agencies as appropriate, such as a Health Visitor.

5.3. Parents/ carers will be advised of how school will support their child and all appropriate documents will be shared and signed as and when appropriate. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

5.4. At James Brindley Community Primary School we aim to encourage continence through:

- Getting to know how the child will communicate their needs
- Having a knowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Speaking to the child so that they are aware of the focus of the activity
- Addressing the child in age appropriate ways
- Providing explanations as to what is happening in a straightforward and reassuring way
- Agree terminology for parts of the body and bodily functions with parents to ensure continuity
- Respect a child's preference for a particular sequence of care
- Encourage the child to undertake as much of the procedure for themselves including dressing/undressing
- Use lots of praise and encouragement when they achieve continence
- Seek the child's permission before undressing if he/she is unable to do it themselves

5.5. Children should not attend school wearing nappies (*unless prior agreement is made*). If a child struggles with toileting, parents/carers will be asked to supply:

- Spare clothes
- Spare underwear
- Spare socks

5.6. A small supply of clothing will be stored on the premises, should a parent not include any of the above.

5.7. If a child requires changing more than 6 times in a school day or there is no remaining clean clothes their parent/carer will be asked to come and collect them.

6. Special Educational Needs

6.1. Children with special needs have the same rights to safety and privacy when receiving intimate care.

6.2. For children whose needs are more complex or who need particular support outside of what is usually required, an intimate care plan will be created in discussion with parents.

6.3. If a child with additional needs requires intimate care on a regular basis this will be planned for and should form a part of their care plan.

6.4. Additional vulnerabilities or limitations that may arise from a physical disability or learning difficulty must be carefully considered when creating the pupil's care plan.

6.5. The school will liaise closely with external agencies, where required, for advice and guidance.

6.6. 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.

6.7. 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.

6.8. Subject to their age and understanding, the preferences of the child will also be taken into account. If there is doubt whether the child is able to make an informed choice, their parents will be consulted.

6.9. 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.

7. Intimate Care Procedures & Plans

7.1. To ensure that all children are included and have equality of opportunity at James Brindley Primary School we will agree intimate care plans and procedures with parents/carers, including:

- to change the child should they soil themselves or become wet
- how often the child should be routinely changed if the child is in school for the full day and who would be changing them
- a minimum number of changes
- who will provide the resources
- to report to the Head Teacher or SENCO should the child be distressed or if marks/ rashes are seen
- to review arrangements, in discussion with parents/ carers, should this be necessary to encourage the child's participation in toileting procedures wherever possible

7.2. When undertaking any intimate care, two adults must be present at all times, in order to ensure the protection of both child and staff.

7.3. All staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice.

7.4. Children requiring intimate care will be changed in an appropriate toilet area in incidents of wetting/soiling. .

7.5. Staff *should* wear a plastic apron and gloves when dealing with a child who is bleeding or soiled. New gloves should be used each time a new child is attended to

7.6. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be disposed of immediately. Children's soiled clothing must be sealed in a similar way and returned to parents at home time.

Appendix A: Parental Permission

Permission for school to provide intimate care

Child's Full Name	
Male/ Female	
Date of Birth	
Parent/ Carer's Full Name	
Address	

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the head teacher of any medical complaint my child may have which affects issues of intimate care

Signed _____

Full Name _____

Date _____

Appendix B: Intimate Care Plan

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	
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 senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
CHILD (IF APPROPRIATE)	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	