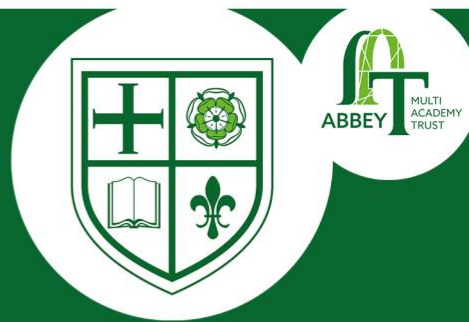


**Giving all the opportunity
to succeed**



Lightcliffe CE Primary School

POLICIES & PROCEDURES

Intimate care policy

Date Policy Approved: January 2024

Next Review Date: January 2026

Intimate care policy

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment.

Introduction

Lightcliffe CE 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. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy will be provided to them. Staff who 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.

Rationale

It is recommended that where children require intimate care, good practice guidelines are drawn up within the establishment and disseminated to all staff. At Lightcliffe CE Primary School, this takes the form of an Intimate Care Policy and Intimate Care Plan (Plan Appendix 1). Parents / carers and the child should also be involved in discussions and decisions in relation to how intimate care will be managed. The guidelines here should be viewed as expectations upon staff, which are designed to protect both children and staff alike.

Staff are advised that if they are not comfortable with any aspect of the agreed guidelines, they should seek advice from Senior Members of staff. For example, if they do not wish to conduct intimate care on a 1:1 basis, this should be discussed, and alternative arrangements considered. For example, it may be possible to have a second member of staff in an adjoining room or nearby so that they are close to hand but do not compromise the child's sense of privacy.

The Intimate Care Plan must be followed at all times and a record kept each time it is implemented (Appendix 2).

Our Approach to Best Practice

The management of children with identified intimate care needs will be carefully planned. We recognise that "day to day" accidents will occur, especially in the Foundation Stage and these will be dealt with in accordance with this policy.

Staff who provide intimate care are trained to do so (including Safeguarding and, where appropriate, Moving and Handling) and are aware of best practice. Suitable equipment and

facilities will be provided to assist children who need special arrangements following assessment from physiotherapist / occupational therapist.

When necessary, staff will be supported to adapt their practice in relation to the needs of identified children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

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.

Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Where possible, one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented. Section 15 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."

Intimate care 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 the requirements of Equal Opportunities and Disability Discrimination legislation.

- Lightcliffe School has a room on the ground level which has a shower, washbasin and toilet.
- This room is equipped with the necessary equipment and resources needed in order to perform the duties required to clean children after soiling. This includes disposable gloves which must be used when dealing with soiled children.
- There are the appropriate disposal bins available for soiled disposable products which should be double wrapped before disposal.
- The Premises Supervisor is advised re: cleaning of the room after a child has been cleaned following soiling.
- Hot water and liquid soap are available to wash hands as soon as the task is completed.
- Paper towels are available for drying hands.

Safeguarding Children

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

Review

This policy will be reviewed regularly. Comments from staff and governors will be taken into account and changes to policy agreed, before ratification.

Parental Agreement Form

1. Intimate care is any care which involves washing, touching or carrying out invasive procedures (such as cleaning a pupil after they have soiled themselves) to intimate areas.
2. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy,

choice and control. There shall be a high awareness of safeguarding issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

3. Lightcliffe CE 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. Lightcliffe CE Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way which causes distress.
4. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
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 he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
6. 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 unless there is a sound reason for having more adults present.
7. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.
8. Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, if no male staff are available.
9. Lightcliffe CE Primary School has introduced an Intimate Care Record to record who changes a child, how often this task is carried out and the time they left/returned to the classroom.
10. Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc., and parents should be made aware of this responsibility. Schools are responsible for providing gloves, aprons, a bin and liners to dispose of any waste.
11. Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. This bag should then be placed in a bin (complete with liner) which is specifically designed for the disposal of such waste.

12. Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g., assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

**Intimate Care Policy
Parental Agreement Form**

I agree to support the Intimate Care Policy and practice of Lightcliffe CE Primary School.

Signed _____ Parent/Carer

Print Name _____

Date _____

—

Signature of School Representative _____

Print Name _____

Position _____

Intimate Care Plan (Appendix 1)

Child's name:	Date:
Nominated staff:	

Main areas of need:

Detailed plan: (Refer to any toileting plans, dressing or undressing and medical needs)

This plan was written by on

The plan was agreed by parents / carers on

The child's views were sought for on this plan on

Parents: I have read the intimate care policy. I understand and agree to the procedures that will be followed when my child is supported with toileting in school in the event of him / her 'having an accident' i.e. wetting or soiling him / herself. I agree to inform the school should the child have any toileting needs.

School: We agree to take action to immediately support your child should he / she 'have an accident' i.e. wet or soil themselves in school. We agree to monitor the number of times the child requires toileting support, inform you should this be a frequent occurrence and work with you to support your child's continence. We agree to adhere to the school's Intimate Care policy at all times.

Name of child _____ Class _____

Signed _____ Parent / Carer

Print name _____ Date _____

Signed (Headteacher) _____ Date _____

Signed (Teacher / TA / Support staff)

_____ Date _____

_____ Date _____

_____ Date _____

Intimate Care Record Form (Appendix 2)

[illegible]

Appendix 3 - Note for Parents

Dear Parent

Your child currently wears nappies/soils/wets regularly.

We will support your child in developing independence in changing/cleaning themselves.

Attached is our Intimate Care Policy for you to read. Please sign and return the slip.

Yours faithfully

Child's Name _____

I have read the Intimate Care Policy and agree to my child being supported to develop independence in changing/cleaning themselves.

Parent's signature

Appendix 4 – Incident Report for Parents

Dear Parent

Your child _____ soiled/wet themselves today.

- ☐ They changed their clothes independently.
- ☐ They changed their clothes with adult support.
- ☐ They were changed by an adult.

In your child's bag you will find soiled/wet clothes. Would you kindly return

- ☐ your child's change of clothes
- ☐ the school's clothes loaned to your child after they have been laundered.

Thank you.

Yours faithfully