

# Intimate Care Policy

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# Procedures

Date policy produced: <i>January 2020</i>	Produced by: <i>Emma Spencer</i>
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## **Eastfield Primary Academy: Intimate Care Policy**

### **Introduction:**

Eastfield Primary Academy 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. As Eastfield is fully committed to the principle of inclusion, any member of staff employed at the school may be asked to undertake intimate care duties such as changing, helping children to get dressed etc. Eastfield 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 that causes distress, pain or embarrassment.

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 must be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

We adhere to the 'Working together to safeguard children 2018' guidance.

### **Definition:**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

### **Aims:**

The aims of this document are:

- To provide guidance to staff.
- To safeguard the rights, dignity and well-being of children
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

### **Our approach to best practice:**

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

Staff who provide intimate care will receive training whenever possible and if necessary. Apparatus will be provided to assist with children who need special arrangements following an assessment from a physiotherapist / occupational therapist / GP as required. 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. Wherever possible staff who are involved in the intimate

care of children will not usually be involved with the delivery of sex education to the children in their care as an additional 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/her self as he/she can. This may mean, for example, giving the child responsibility for washing themselves. If appropriate, individual intimate care plans (Appendix 1) will be drawn up for a particular child to suit the circumstances of the child.

In developing intimate care plans the whole school and classroom management implications will be considered, such as:

- the importance of working towards independence
- arrangements for school trips, school performances, sports day and swimming etc.
- strategies in dealing with pressure from peers
- who will substitute in the absence of an appointed person
- the child's seating in class, a system to allow the child to leave the classroom without disruption to the lesson, avoidance of missing the same lesson due to medical routines, awareness of a child's discomfort which may affect learning, additional time for changing for PE

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. If this is the case, the reasons should be clearly documented.

If a child requires intimate care on a regular basis, it is a good idea for two members of staff to share the care between them. In this way the child should not become overly dependent on a single member of staff, and is less likely to become distressed if their usual carer is occasionally unavailable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Any intimate or personal care procedures will not involve more than one member of staff unless the child's care plan specifies reasons for this. Parents' views on the number of staff providing personal care to their child must also be taken into consideration - some children may simply be unable to cope with more than one carer.

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 failure to provide appropriate care would result in negligence for example, female staff supporting boys, as no male staff are available.

Intimate care arrangements will be agreed with parents/carers and they will be reviewed and discussed on a regular basis (Appendix 1). The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

A signed record will be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, it will include times left and returned (Appendix 2).

## Dealing with body fluids

Staff supporting intimate care must follow the Academy's procedures. (Appendix 3) Soiled children's clothing will be bagged to go home - staff will not rinse it. Staff will take all practicable steps to prevent and control the spread of infection.

## The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their levels of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Academy's Child Protection Officer.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parent/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. Please refer to the Safeguarding & Child Protection Policy for further guidance.

If parents or carers do not co-operate or where there are concerns that:

- a child is regularly coming to school/nursery in very wet or very soiled nappies/pull-ups and;
- there is excessive soreness that is not being treated;
- the parents/carers are not seeking or following advice;

a discussion will be held with the Academy's Child Protection Co-ordinator about the appropriate action to take to safeguard the welfare of the child.

## Intimate Care Plan for Children Wearing Nappies/ Pull-ups



Child's name: \_\_\_\_\_

DOB: \_\_\_\_\_

Completed by: \_\_\_\_\_

(member of staff)

Date of Plan: \_\_\_\_\_

Date to Review Plan: \_\_\_\_\_

Which staff will be assigned to implement the Plan?  
\_\_\_\_\_

How will the child be changed?

(Standing up in a toilet cubicle, lying down on a mat on the floor etc.)

Who will provide the resources?

(Wipes, pull-ups, bags, disposable gloves etc.)

*Parents / carers to provide nappies/pull-ups, wipes and nappy bags.  
School will provide disposable gloves, bags and disposable aprons.*

How will wet and/or soiled clothing be dealt with?

*Wet and/or soiled clothing will be put into a plastic bag and put into the child's bag to be sent home for cleaning.*

What will the member of staff do if the child is unduly distressed or if marks are noticed?

*The member of staff will verbally report any concerns to the Child Protection Officer and record concerns in CPOMs as a written follow up.*

Agreed minimum number of changes:

How will the child be encouraged to participate in the procedure?

Task for care & learning	Dependent (at this time)	Target at home	Target at school	Independent	Comments
<b>Awareness</b>					
• Knows when the toilet is needed					
• Indicates when the toilet is needed					
• Needs to be asked/reminded					
• Needs to be reminded to go to the toilet at set times					
• Needs to be taken to the toilet at set times					
<b>Accessing the toilet</b>					
• Goes unaccompanied					
<b>Hand washing</b>					
• Remembers					
• Uses soap					
• Uses taps					
• Washes hands adequately					
• Dries hands on towel/hand-drier					
<b>Toileting</b>					
• Pulls down pants					
• Goes on the toilet					
• Sits for a nominated time					
• Urinates					
• Empties bowel					
• Wipes self using paper					
• Gets off toilet					
• Knows when wet/soiled					
• Knows that nappy/pull-up needs to be changed					
• Removes wet/soiled clothing					
• Cleans self					
• Puts on any clean clothing					
<b>Any other comments/important information:</b>					(Medical information etc.)

**As an Academy we agree to:**

- Provide adequate changing facilities for your child.
- Change your child should they soil themselves or become wet.
- Ensure that only staff employed by the Academy will change your child.
- Respect your child's privacy and cultural beliefs at all times.
- Encourage independence and good hygiene.
- Signpost parents to agencies that can support parents/carers to toilet train their child (eg School Nursing Team, The Children's Centre etc).
- Report any concerns to the Child Protection Co-ordinator who will take the appropriate action.
- Review arrangements in discussions with parents/carers.

**As a Parent/Carer I agree to:**

- Changing my child at the latest possible time before they come in to school.
- Provide spare nappies/pull-ups, wet wipes, nappy bags and change(s) of clothes.
- Inform the Academy if my child has any marks or rashes.
- Inform the Academy if my child has any medical complaints that may affect intimate care.
- A minimum number of changes for my child whilst at the Academy and which member(s) of staff will assist my child.
- Access any support that is offered to help with toilet training through the Academy.
- Encourage my child's participation in toileting procedures wherever possible.
- Review the arrangements in discussion with the Academy, should this be necessary.

**This plan has been discussed with me and I agree to the named staff of Eastfield Academy providing intimate care for my child.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

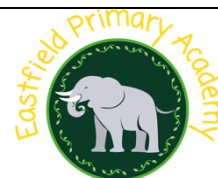
**Parent/Carer Full Name:**

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## Procedure for changing a pull-up or nappy



1. Consider whether the child can be changed in a toilet cubicle (standing up).
2. Wash your hands.
3. Assemble the equipment.
4. Take the child to the toilet or place on the changing mat.
5. Put on gloves and apron.
6. Remove wet/soiled pull-up or nappy. If the child can remove the pull-up independently encourage them to do this.
7. Fold the pull-up/nappy inwards to cover any faecal material and place into a nappy bag.
8. Clean the child using wipes, again if appropriate encourage the child to do this independently.
9. Used gloves and apron to be disposed of in general waste. Put pull-up/nappy and wipes into a nappy bag. Dispose of this in the general waste.
10. Once the child has been changed, ensure they wash their hands before escorting them safely back to class. If appropriate, clean the changing area with Milton (solution in a spray bottle).
11. Hands should then be washed thoroughly using the correct procedures.

**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/her self as he/she can.**