



# The MAST Academy Trust

<b>Policy</b>	Intimate Care Policy		
<b>Owner</b>	Melanie Humphreys – The Mast Executive Administrator		
<b>Date approved</b>	6 <sup>th</sup> October 2020	<b>Adopted from</b>	7 <sup>th</sup> October 2020
<b>Approver</b>	Trust Board		

<b>Current version</b>	V1.0
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<b>Next review due</b>	Autumn Term 2023
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## Objective of Policy

The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay.
- When a child has been vomited on or is wet or soiled themselves.
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play.
- When a child requires support and assistance changing for physical activities.
- This includes application of prescription medicine in the form of cream/ointment.

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within the Mast.

Version Control	
Version Number	Summary of amends from previous version
1.0	Development of Trust wide policy

Sign off requirements	
Approvers	Position
Martyn Jones	Chair of trustees ratification
Reviewers	Position
Natasha Greenough	CEO
Gill Senior	Safeguarding Lead
Liz Godman	Trustee

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## 1.0 Aims

- To include all young children in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff regarding intimate care.
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- That no child is discriminated against.

## 2.0 Definition of Intimate Care

“**Intimate care** is any assistance that involves touching a child while carrying out a procedure that most children are able to do for themselves, but some are unable to manage without help.”

## 3.0 Intimate care tasks

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (including underwear.
- Helping someone use a toilet.
- Cleaning / wiping / washing intimate parts of the body.
- Application of medical treatment, other than to arms, face and legs below the knee

## 4.0 Definition of Personal Care

“Personal care is a broad term used to refer to supporting with personal hygiene and toileting, along with dressing and maintaining personal appearance.

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.”

## 5.0 Personal care tasks

Personal care tasks specifically identified as relevant include:

- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet.

Children’s intimate care needs cannot be seen in isolation, or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life. All children have the right to be safe and to be treated with dignity and respect. Staff involved with intimate care of pupils need to be sensitive to individual needs.

## **6.0 Toilet Training**

Staff are understanding of the challenging time for both children and their parents in a new setting. It is a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being;

- Fully toilet trained.
- Fully toilet trained but regressed a little due to the excitement or stress of starting at the setting.
- Fully toilet trained at home but have accidents in the setting, or vice versa.
- Nearly trained but needing some reminders and encouragement.
- Not toilet trained but respond well to a structured toilet training process (Staff will work with parents to arrange this ensuring that there is consistency between home and school).
- Fully toilet trained but has a serious disability or learning difficulty.
- In need of additional support due to development delays.
- Has SEND and requires help with some or all aspects of their personal care.

## **7.0 Requirements necessary whilst changing children**

The provision of;

- hot running water and soap (antibacterial where possible)
- toilet rolls
- bowl/bucket
- paper towels/cloths
- disposable gloves
- nappy bags/sacks
- cleaning equipment
- bin
- a supply of spare underwear, clothing and wipes

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips, timetabled school activities and clubs where this will be necessary.

## 8.0 Safeguarding

Our schools will;

- Ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to.
- Be aware of any recording requirements of toileting of pupils.
- Follow procedures and guidelines for intimate care.
- Carry out a risk assessment of the toileting process and areas used
- Consider if a child soils themselves then what additional support the child and staff may need
- Encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- Involve the child as far as possible in his or her own intimate care.
- Record this in individual contact books informing parents
- Ensure staff are familiar with The Mast safeguarding policy including the section on allegations against staff.
- Ensure another member of staff is present during any intimate care.
- Ensure all staff are up to date with their safeguarding training.

Should staff observe any unusual markings, discolourations or swelling, including the genital area, these will be reported immediately, following school policies and procedures. If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately to the HT.

## 9.0 Health and Safety

This should include:

- Staff to wear disposable gloves whilst changing a child.
- Soiled clothing or underwear to be disposed of appropriately.
- Toilet areas to be left clean.
- Hot water and soap available to wash hands as soon as changing is done.
- Paper towels are available to dry hands.

## 10.0 Useful resources and websites

Child Protection Policy

Safeguarding Policy

Health and Safety Policy

<https://www.themast.co.uk/policies>

Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Keeping Children Safe in Education 2019

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk)

## **11.0 AMENDED PROTOCOLS – COVID 19**

VALID FROM 08.06.2020 TO BE REVIEWED ON 17.07.2020

During the Covid-19 Pandemic protocols have been updated and amended to reflect safety considerations regarding social distancing.

- All staff will wear full Personal Protective Equipment (PPE); including gloves, masks, aprons and protective goggles.
- PPE will be disposed of in hazardous waste bags and doubled bagged before removing to external waste receptacles.
- Staff will use walkie talkies to call for an additional member of staff to support intimate or personal care.