

# St Joseph's Catholic Primary School

## Intimate Care Policy



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## **St Joseph's Catholic Primary School**

### **St Joseph's Mission Statement**

*At St Joseph's School we wish all our children to enjoy learning.*

*Through our teaching we will endeavour to equip all our children with the essential learning skills and instill in each pupil an appreciation of education as a life-long and enjoyable process.*

*By means of interesting and varied experiences we wish our pupils to acquire, develop and apply a broad range of knowledge, understanding and skills.*

*But most of all to develop an awareness of God's love for each person in the school community through the way we care and value others and ourselves.*

### **Unicef Convention on the Rights of the Child**

#### **Article 2**

*The Convention applies to every child without discrimination, whether their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.*

*This policy also links to Articles 3, 12,16,23,24*

#### **Introduction**

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children

## Principles

This guidance refers to any child, of any age, who may require support for intimate care from an adult on a daily basis and those who may require it occasionally or exceptionally.

We ensure that children's dignity is preserved and that a high degree of privacy, choice and control is provided for them.

We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner. A child should be attended to in a way that does not cause distress or pain. It is essential that every child is treated as an individual and that care should be given as gently and sensitively as possible.

## Legislation

The equality Act (2010) states that the responsible body of a school must not discriminate against a person

- (a) In the arrangements it makes for deciding who is offered admission as a pupil
- (b) As to the terms on which it offers to admit the person as a pupil
- (c) By not admitting the person as a pupil

## Safeguarding and Welfare requirements

There is no requirement that a second member of staff must be available to supervise the intimate care process. Criminal Record Bureau / disclosure and barring service are rigorous and are carried out to ensure the safety of children with staff employed in schools. Best Practice guidance would be that 'staff should ensure that another appropriate adult is in the vicinity and is aware of the task undertaken' (Section 18 'Safe Practice in Education'). Students, parents and volunteers **should never** be involved in intimate care issues.

### **Definition Intimate care is one of the following:**

Supporting a pupil with dressing/undressing.

Providing comfort or support for a distressed pupil.

Assisting a pupil requiring medical care, who is not able to carry this out unaided.

Cleaning a pupil who has soiled him/herself, has vomited or feels unwell.

### **Providing comfort or support**

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

### **Supporting dressing / undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

### **Medical procedures (See Policy on Medicines)**

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with a member of staff.

Any member of staff giving medicine to a pupil should check: The pupil's name, written instructions provided by parents or doctor, prescribed dose and expiry date.

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Head Teacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that anyone in school is safe. Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available. **On completion of a course of prescribed medicine the completed permission form should be retained by office staff.**

### **Toileting**

Starting school or nursery is an important time for children and their parents. It is also a time of growth and rapid developmental changes for all children. As with all developmental milestones in the Early Years, there is a wide variation in the time at which children master the skills involved in being fully toilet trained. Children in Early Years may:

- be fully toilet trained
- be fully toilet trained at home but be prone to accidents in new settings
- be on the point of being toilet trained but require reminders and encouragement
- have delayed onset of full toilet training in line with other developmental delays

Parents of pupils due to start Early Years are made aware of school procedures in relation to soiling, cleaning and changing during induction meetings. As part of the induction process parents are asked to complete a, Permission for Schools to Provide Intimate Care form.

Any child who has soiled is comforted and kept away from other children to preserve dignity.

The children's age and level of self-help skills will be taken into account. Judgements will be made as to whether the child requires verbal support / instruction, or physical support.

When touching a child, staff should be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- another member of staff is informed
- protective gloves are worn
- the child is encouraged to care for themselves as far as possible
- privacy is given appropriate to the child's age and the situation
- they pay attention to the level of distress and comfort of the child.
- wet wipes and nappies/ pull ups will be put into nappy sacks and disposed of in the nappy bin in the nursery toilets.

Soiled clothing will be put into a plastic bag and sent home unwashed with the child.

### **Hygiene**

All staff must follow basic hygiene procedures and have access to protective, disposable gloves.

The member of staff must dispose of their gloves and then wash their hands with hot water and antibacterial soap as soon as the task is complete.

### **Record Keeping**

The member of staff must then complete and sign the record of intimate care intervention sheet.

(see appendix 1)

Our intention is that the child will never be left in soiled clothing, as soon as a member of staff is aware of the situation, they will clean the child. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

### **Working in Partnership**

As part of the induction process parents are asked to complete a Permission for Schools to Provide Intimate Care form. (see appendix 2)

When a child is coming to school in a nappy or pull-ups a home / school toileting agreement is completed. Such an agreement helps to avoid misunderstandings and ensure continuity with routines at home. (see appendix 3).

St Joseph's Catholic Primary School

Record of Intimate Care Intervention

Date	Time	Child's name	Procedure	Staff Signature

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Permission for Schools to Provide Intimate Care

Child's First Name	
Child's Last Name	
Male/Female	
Date of Birth	
Parent/Carers Name	
Any other information Eg Medical information	

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

I will advise my child's teacher of any medical complaint my child may have which affects issues of intimate care.

Name.....

Signature.....

Relationship to child.....

Date.....



St Joseph's RC Primary School

Personal Toilet Plan	
Child's Name:	DOB:
Class Teacher's Name:	

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

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

\_\_\_\_\_ is currently in nappies/pull ups and is not yet showing any awareness of being wet/soiled.

OR is currently in nappies/pull ups and is showing some awareness by (eg: going to changing area/verbally saying)

Who will change the child?  <i>Key person/ other known adult.</i>
What is the child's preference for changing?
Who will provide the resources? E.g. wipes. Nappies, disposable gloves, changes of clothes. <i>School : disposable gloves, nappy sacks</i> <i>Home: Nappies, change of clothes, wet wipes.</i>

How will the changing be recorded and if/ how will this be communicated to child's parent / carer?

*Record of intimate care sheet/ daily communication book*

How will wet / soiled clothes be stored?

Minimum number of changes

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

Any other comments/ important information:  
e.g. medical information

**This plan has been discussed with me and I agree to change my child at the last possible moment before he/she comes to school, provide the resources indicated above and encourage my child participation in the toileting procedures at home as appropriate and where possible.**

Signed: Parent/Carer \_\_\_\_\_

Parent/ Carer's Full Name \_\_\_\_\_

Signed: Key Person \_\_\_\_\_