

St Mary & St Michael's Catholic Primary School



Intimate Care Policy

By Living our Values- We Shine!

At St Mary & St Michael's we welcome all.

- ♥ We accept and celebrate uniqueness through love, care and compassion, serving all God's family.
- ♥ We respect each other and our aspirations.
- ♥ We nurture our faith and have the courage to forgive.
- ♥ We give everyone the opportunity to shine by working together in the warmth of our school community.
- ♥ We create a love for learning to allow us to achieve our dreams.

Agreed by staff: May 2022

Governors: Summer 2022

Shared with parents: June 2022

Updated September 2024

Review Date: Summer 2024

Aims:

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At St Mary and St Michael Primary School all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the 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.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

Our approach to Best Practice

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

We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's responsible adult and at least one other member of staff accesses the training.

Staff members who are known to the child will take on that responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. 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.

Role of parents

We believe that our partnership with parents is an essential principle in our school and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents using the parent/carer consent form (see Appendix 2). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children, it will be recorded on the intimate care log (see appendix 1). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

The Protection of Children

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

Role of staff

Any roles who may carry out intimate care will have this set out in their job description. No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

Intimate care procedures

Each child will be dealt with on a 1 to 1 basis, unless extra support is needed, and the care logged (Appendix 1).

Procedures will be carried out in a private and secure place.

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

When carrying out procedures, the school will provide staff with protective gloves, cleaning supplies and bins. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (eg: marks, bruises, soreness) they will report this using the school's safeguarding procedures.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be reported to the Designated Safeguarding Lead (DSL) and any outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed according to the school's safeguarding procedures.

Monitoring

These guidelines should be read in conjunction with the following policies:

Health and Safety Policy
Child Protection and Safeguarding Policy
Administering Medicine Policy
Complaints Policy

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body received recommendations on how the policy might be improved.

Reviewed and agreed: September 2024

Review date: September 2026

Appendix 1 – Intimate Care and Toileting Log

Child's Names: _____

[illegible]

Appendix 2 – Intimate care: parent/carer consent form

St. Mary & St. Michael Primary school Intimate care and Toileting Parental Consent Form	
Name of child	
Date of Birth	
Class	
Address	
	Please tick:
I give permission for the school to provide appropriate intimate care to my child (eg: changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (eg: if medication changes or my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	<input checked="" type="checkbox"/>
<p>I DO NOT give consent for my child to be washed and change in case of a toileting accident.</p> <p>Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed.</p> <p>I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.</p>	<input type="checkbox"/>
Parent signature	
Name of parent	
Relationship to child	
Date	