



## **Intimate Care Policy**

**Reviewed: November 2022**

**Next review: November 2024**

November 2022	Policy updated	James Bancroft (Principal)
September 2020	Policy updated using Ashford CE Primary model	James Bancroft (Principal)
May 2017	Policy updated	Anna Willington (SENCO) and Joanna Wright (Assistant Principal)

This policy was ratified at the Local Advisory Board Meeting in Term 2, 2022 to 2023



## **Intimate Care Policy**

At Wistaston Church Lane Academy we recognise that all children have different rates of development and differing needs during their time in school.

Most children achieve continence before starting full-time school. However, there are children who will not be fully independent: some children remain dependent on long-term support for personal care, while others progress more slowly towards independence.

The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause stress and embarrassment to the children and families concerned. Children with toileting problems who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential.

In line with the Equality Act (2010) we are committed to ensuring that all pupils are able to access the whole curriculum and be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary, treating children and their families sensitively and providing help and support to pupils in becoming fully independent in personal hygiene.

We will ensure that staff who deal with continence issues work within guidelines that protect themselves and the pupils involved, in line with our Health and Safety Policy and our Child Protection and Safeguarding Policy.

### **Pupils' Needs**

The staff work hard to build effective relationships with the parents and carers of the children attending Wistaston Church Lane Academy. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents and carers to ensure that each child can access the curriculum, always working towards the goal of children meeting their own personal hygiene needs independently.

Any child who has personal care or continence needs will be attended to in the best way that we can. Parents would only usually be contacted in extreme cases where soiling is severe and/or linked to illness, e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

Where children are able to change themselves independently, they will be encouraged to do so, with support.

If a child has regular 'accidents', we may ask parents to refer the child to a continence nurse.

Staff members will adapt their practice in relation to the needs of individual children taking into account developmental changes, such as the onset of puberty and menstruation.

### **Child Protection and Safeguarding**

The normal process of changing wet/soiled clothes should not raise safeguarding concerns but we will endeavour to have two people present for any intimate care required. DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is a known risk of false allegation by a child, then a single practitioner will not undertake changing.

For one off 'accidents' appropriate members of staff will help to clean and change a child.

Apprentices aged under 18 and students on placement will not change a child unsupervised.



Wherever possible, the same member of staff will be one of the staff members who change the child, accompanied by an additional person. This reduces the risk to the child and promotes their dignity. The care plan will outline contingency plans in the event that the named member of staff is not available.

### **Personal Care Procedures**

The staff at Wistaston Church Lane Academy will follow agreed procedures (see Appendix B) when attending to the care or continence needs of any pupil within the setting, whether this is a child with a care plan agreement or a child who has an occasional accident.

Any concerns that staff have about safeguarding issues will be reported to the Designated Safeguarding Lead.

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix C) to protect both the child and the member of staff.

### **Care Plans**

Where a pupil has particular needs (wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident') staff will work with parents/carers (and continence nurses, health visitors and school nurses, if appropriate) to set out a care plan to ensure that the child is able to attend daily. The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements
- Where changing will take place
- What resources and equipment will be used (cleansing agents used or cream to be applied?) and clarification of who is responsible (parent or school) for the provision of the resources and equipment
- How the product, if used, will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carers
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and residential visits
- Care plan review arrangements

### **Care Plan Agreement**

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities of parents/carers and the school.

The parent will:

- Ensure that the child is changed at the latest possible time before being brought to the school
- Provide the school with spare nappies or pull ups and a change of clothing
- Understand and agree the procedures that will be followed when their child is changed at school – including the use of any cleanser or wipes
- Inform the school should the child have any marks/rash



- Agree to a 'minimum change policy', i.e. the school would not undertake to change the child more frequently than if they were at home
- Agree to review arrangements should this be necessary.

The school will:

- Change the child once during a day should the child soil themselves or become uncontrollably wet
- Contact parents to request that they collect their child if they need changing more than once in any school day
- Monitor the number of times the child is changed in order to identify progress made
- Report if the child becomes distressed or if marks/rashes are seen
- Agree to review the arrangement should this be necessary.

This kind of agreement should help to avoid misunderstanding that might otherwise arise and help parents feel confident that the school is taking a holistic view of the child's needs.



## **Intimate Care Policy – Appendix A**

### **Intimate Care Plan and Agreement**

The parent will:

- Ensure that the child is changed at the latest possible time before being brought to the school
- Provide the school with spare nappies or pull ups and a change of clothing
- Understand and agree the procedures that will be followed when their child is changed at school – including the use of any cleanser or wipes
- Inform the school should the child have any marks/rash
- Agree to a 'minimum change policy', i.e. the school would not undertake to change the child more frequently than if they were at home
- Agree to review arrangements should this be necessary.

The school will:

- Change the child once during a single session should the child soil themselves or become uncontrollably wet
- Contact parents to request that they collect their child if they need changing more than once in any school session
- Monitor the number of times the child is changed in order to identify progress made
- Report if the child becomes distressed or if marks/rashes are seen
- Agree to review the arrangement should this be necessary.

Name of child:	
Name of person who will usually change the child:	
Name of anyone else who would change the child:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Method of disposal of products, or how wet or soiled clothes will be kept until they can be returned to the parent/carer	
Are health visitors/continence nurses/school nurses involved? If not, do they need to be?	



Infection control measures:	
Special arrangements for school visits:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed a member of staff will contact the parent/carer.

Signed:

	Signature	Name	Date
Parent/Carer			Date
Key member of school staff			
Designated Safeguarding Lead			



## **Appendix B**

### **Personal Care Procedures**

The staff at Wistaston Church Lane Academy will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products and adhere to health and safety procedures (Appendix D)
- Should the child become distressed or if marks/rashes are seen then parents/carers must be informed.
- Report many marks or rashes to parents and Principal, if appropriate.
- Inform parents/carers that a continence issue has arisen during the day.
- Contact a parent/carer only where soiling is severe and/or linked to illness, e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Place a Do Not Enter sign on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.
- Should the child become distressed or if marks/rashes are seen then parents/carers must be informed.

## **Appendix C**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff members will follow agreed health and safety procedures:

- Disposable gloves and aprons must be worn.
- Soiled continence product used to be double wrapped, or placed in a hygienic disposal unit.
- Changing area must be cleaned after use.
- Hot water and liquid soap should be used to wash hands as soon as the task is completed.
- Paper towels should be used to dry hands.
- Height adjustable changing table should be used if any lifting is involved (located in disabled toilet in Infant Building).
- Cleaning wipes should be used as necessary.
- The bin will be emptied after school.