

Simonside Primary School
Intimate Care Policy



Introduction

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

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.

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 Simonside Primary School.

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 whose role includes 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.

Definition of Intimate Care:

‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.’

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (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

Definition of Personal Care:

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

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.

Staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

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.
- SEND and require help with some or all aspects of their personal care.

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 educational visits where this will be necessary.

Safeguarding:

The Head Teacher (Designated Safeguarding Lead) and EYFS Leader will;

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- ensure staff are familiar with safeguarding policy including the section on allegations against staff
- ensure all staff are up to date with their safeguarding training

All staff will;

- record intimate care given on provided document
- follow procedures and guidelines for intimate care
- 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
- ensure other staff are aware of the task being undertaken
- inform another member of staff, should a child need help, that they are going to do this

Should staff observe any unusual markings, discolouration 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.

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.

Useful resources and websites:

Simonside Primary School Safeguarding and Child Protection Policy

Simonside Primary School Health and Safety Policy

EYFS Handbook

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3. Role of parents/carers

3.1 Seeking parental permission

Include this if you have a high proportion of children who are not yet toilet trained:

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

All schools, include this:

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes [add in a list of relevant roles here, such as teaching assistants].

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.

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training

- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

Explain your approach to staffing numbers based on your school context – for example, whether you have the capacity to have 2 members of staff present and when this will be done (such as if there is a known risk of false allegations by a pupil, or if it is an invasive procedure).

It is best practice from a health and safety and safeguarding perspective to have 2 members of staff present. If it is not possible, state your protocol for carrying out checks with the member of staff once the procedure has taken place.

Depending on your school's protocol, it is fine for male members of staff to change female pupils, as long as they have an enhanced DBS with a barred list check. However, this may differ for your school, so check your protocol.

Procedures will be carried out in [explain where in your school procedures will take place].

When carrying out procedures, the school will provide staff with:

Include a list of the equipment your school provides to staff, such as protective gloves, cleaning supplies, changing mats and bins.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.