

Featherstone Primary Academy

Intimate Care Policy

Author	Revision No.	Date:	Review Date
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Intimate Care Policy

Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Definition of Intimate Care

Intimate care refers to tasks that require direct or indirect physical assistance for personal hygiene, including:

- Toileting and changing nappies.
- Assistance with dressing and undressing.
- Washing, bathing, or showering.
- Cleaning after a child has had an accident (vomiting, urination, defecation).

Role of parents/carers

For children who need routine or occasional intimate care (e.g. nappy changing 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

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.

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 (where 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.

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.

Role of staff

Kate Steatham is the leader on the effective implementation of the policy and ensuring all is followed.

Which staff will be responsible:

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.

Isla Harvey – Accountability for Little Learners

Trudy Nicholls – Accountability for Nursery and First Aid related

Kerry Holmes – Accountability for Reception support staff

Emma Tenn

Sarah Lindsay

Nicole Bennett

Lisa Hagan

Rhian Farmer

Charlotte Hill

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake – video training and hands on training led by room leader
- Regular safeguarding training
- 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.

Intimate care procedures

How procedures will happen:

Procedures will be carried out by a member of the above staff in one of only two locations. Both locations must contain another adult within the wider space. In Little Learners, this will be in the changing area by the toilets. In Nursery, this will be in the changing area.

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

A changing table at an appropriate height, protective gloves, cleaning wipes and disposable aprons. For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock of necessary resources, such as nappies, underwear and/or a spare set of clothing. School to maintain their own stock of wipes and communication to occur with parents before using of a different brand of wipes.

Staff will always use gloves and children and staff will always wash their hands after each intimate care. The changing area must be thoroughly cleaned after each intimate care.

Children's comfort and emotional care is paramount; only positive language and commentary to be used with children.

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

Record Keeping

All intimate care will need logging. In Nursery and Little Learners this will be contained with the nappy changing area. It will contain the date, time and who administered intimate care and why (for example nappy contents). Outside of these year groups, the log book will be contained within the school office.

Concerns about safeguarding

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

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Headteacher or Deputy Headteacher

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission to the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
I understand that if I have not replenished by child's supply of nappies and wipes, school will use their own supply of nappies and wipes.	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	