



## Chorlton CE Primary School

### Intimate care policy

#### Policy information and Review

##### Named person with designated responsibility

| Academic Year | Designated Lead Person(s) |
|---------------|---------------------------|
| 2023-2024     | Claire Gunn               |
| 2024-2025     | Claire Gunn               |
| 2025-2026     | Claire Gunn               |

##### Policy review dates

| Review date    | Changes made                                                                                | By whom     |
|----------------|---------------------------------------------------------------------------------------------|-------------|
| September 2023 | Policy reviewed and amendments made to intimate care plan form and school log documentation | Claire Gunn |
| October 2024   | Policy reviewed                                                                             | Claire Gunn |
| June 2025      | Policy reviewed                                                                             | Claire Gunn |

**The best interests of the child must be a top priority in all decisions and actions that affect children. (Article 3)**

**A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to provide support to disabled children and their families. (Article 23)**

## **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 children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work, do so within guidelines below to protect themselves and the pupils involved
  - Health and Safety
  - Manual Handling
  - Safeguarding protocols

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to children's intimate personal areas.

## **ROLE OF PARENTS**

### **Parental permission**

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be sought for consent for schools to complete intimate care. For children whose needs are more complex or who need particular support, an intimate care plan will be created in discussion with parents.

Where there is routine intimate care required the parent should provide nappies, disposal bags, wipes, changing mat and spare clothing for their child and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Where there isn't an intimate care plan or parental consent for routine care in place, staff will endeavour to gain parental permission before performing any intimate care procedure. If the school is unable to get in touch with parents 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 afterwards.

### **Intimate care plan**

Where an intimate care plan (appendix 1) is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents 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 will be consulted.

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

### **Sharing information**

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

## **ROLE OF STAFF**

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. Staff shall have a high awareness of child protection issues and staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

### **Responsibility of staff**

Staff who administer first aid should ensure wherever possible that another adult or other children are present. The child's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Should a child have an intimate care plan and have intimate care administered there will be a recorded log (appendix 2) to identify who changes a child, plus other relevant details as required.

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

### **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 is 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, including those related to COVID-19
- They will also be encouraged to seek further advice as needed.

## **INTIMATE CARE PROCEDURES**

Chorlton CE Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Chorlton CE Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

### **How procedures will happen**

Procedures will be carried out in one of our designated toileting areas. These are in the following places:

EYFS: Nursery toilet or Reception toilet (both within classrooms) / Disabled toilet

KS1: Year 1 toilet or Year 2 toilet (both within classrooms) / Disabled toilet

KS2: Disabled toilet

The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste.

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

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. 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 two adults unless there is a sound reason for having more adults present.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.

### **Safeguarding**

If a member of staff carrying out intimate care has any 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 a member of Senior Leadership Team (SLT).

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.

## **MONITORING ARRANGEMENTS**

This policy will be reviewed by the SENDCo on an annual basis. At every review the policy will be shared and ratified by the SLT.

This policy should be read in conjunction with the following policies and procedures:

- Accessibility policy
- Child Protection and Safeguarding
- SEN policy
- Health and Safety Policy
- First Aid policy
- Supporting pupils with medical conditions policy
- Medication in school policy

## APPENDIX 1

| CHILD INFORMATION                                                                                               |                |
|-----------------------------------------------------------------------------------------------------------------|----------------|
| Name of child:                                                                                                  |                |
| Date of birth:                                                                                                  |                |
| Name of parent or carer:                                                                                        |                |
| Relationship to child:                                                                                          |                |
| CARE PLAN                                                                                                       |                |
| Description of child's needs and continence issues:                                                             |                |
| Goals for continence management:                                                                                | 1.<br>2.<br>3. |
| Type of intimate care needed:                                                                                   |                |
| How often care will be given:                                                                                   |                |
| Details of help and support required for personal care:                                                         |                |
| Who will primarily support personal care:                                                                       |                |
| Where care will take place:                                                                                     |                |
| What resources and equipment will be used, and who will provide them (including disposal)                       |                |
| What training staff will be given (if required)                                                                 |                |
| 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 |                |
| PARENT/CARER                                                                                                    |                |
| Signature of parent or carer:                                                                                   |                |
| Date signed:                                                                                                    |                |
| CHILD (if required)                                                                                             |                |
| How many members of staff would you like to help?                                                               |                |

| <u>CHILD INFORMATION</u>                                        |  |
|-----------------------------------------------------------------|--|
| Do you mind having a chat when you are being changed or washed? |  |
| <u>STAFF</u>                                                    |  |
| Signature of staff member                                       |  |
| Signature of senior leader                                      |  |
| Date                                                            |  |

| <u>THIS PLAN WILL BE REVIEWED ANNUALLY</u> |  |
|--------------------------------------------|--|
| Date of current plan                       |  |
| Next Review date                           |  |

## APPENDIX 2

### Intimate care record form

| Name of Child: |             |          |              |                | Class:   |                                                                                                                                                       |
|----------------|-------------|----------|--------------|----------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date & Time    | Key details | Location | No of Adults | Staff initials | Comments | Bristol Stool chart                                                                                                                                   |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7   |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7   |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7   |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7   |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7   |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7  |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |
|                |             |          |              |                |          | <br>Type 1   Type 2   Type 3   Type 4   Type 5   Type 6   Type 7 |

| KEY         |                     |           |                        |               |                      |
|-------------|---------------------|-----------|------------------------|---------------|----------------------|
| Key details | NC – Nappy Changing |           | TS – Toileting Support |               | MS – Medical Support |
| Location    | Nursery             | Reception | Year 1 toilet          | Year 2 toilet | Disabled toilet      |