



# **Intimate Care Policy**

## **September 2023**

### **INTRODUCTION**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but what some children are unable to do because of their young age, physical difficulties or other special needs. This might include cleaning up a pupil after they have soiled themselves or helping with medical issues. In most cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

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. There shall be a high awareness of child protection issues. Staff behaviour may be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

Worsthorne 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. We recognise 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.

### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (Child Protection) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

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 wiping themselves. Individual Intimate Care Plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Intimate care arrangements will be discussed with parents/carers and recorded on the child's care plan (APPENDIX 1). The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **The Protection of Children**

Worsthorne Primary School Child Protection Procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/designated person for child protection.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding/Child Protection Policies for details).

### **Recording**

Staff will document each time a child needs intimate care provision. This will be a protected and secure record using Worsthorne Primary School's safeguarding platform (CPOMS).

### **Changing Facilities**

The dignity and privacy of the child should be of paramount concern. In EYFS / KS1, no other children will be able to enter the toilet area whilst a child is being tended to. In KS2 this would be in a toilet with a lockable door.

### **Toileting**

If a child has soiled themselves, it is essential staff protect the child (and themselves) by:

1. Two adults are involved in the process if the parent/carer gives permission (one to clean and the other to stand by the door to manage privacy);
2. Depending on the age of the child – the child should have autonomy at all times;
3. The situation must be dealt with in a toilet.

If needed, Parents will be telephoned to collect their child.

### **Equipment Provision**

Parents have a role to play when their child is still wearing nappies or if a child requires other equipment or resources to assist with intimate care. The parent should provide nappies, disposal bags, wipes, etc. and the parent should be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin, non-allergic wet wipes, and liners to dispose of any waste. Liaison with health care professionals may be necessary for children who require intimate care due to a medical need.

All incidents/changes will be recorded and signed by staff. This will be shared with parents daily. Parents will be asked to sign this.

### **Health and Safety**

Staff should wear a plastic apron and gloves when dealing with a child who is bleeding or soiled, when changing a soiled nappy or dealing with any other intimate care procedure. 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 liner) which is specifically designated for the disposal of such waste. Staff should be made aware of the School's Health and Safety Policy.

### **Special Needs**

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and PIPs for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the School should be easily understood and recorded.

Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child.

This policy is to be read in conjunction with our Safeguarding Policies:

- Child Protection;
- Safeguarding;
- Positive Handling;
- Anti-Bullying;
- Behaviour;
- Health and Safety;
- Equality Policy
- Code of Conduct setting out standards and acceptable behaviour for staff;
- E-Safety and ICT acceptable use;
- Managing allegations of abuse against staff;
- Whistleblowing.



Appendix 1

## Intimate Care Plan

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Support Staff/CT Involved: \_\_\_\_\_

Area of Need: \_\_\_\_\_

Equipment Required: \_\_\_\_\_

Location of Suitable Facilities: \_\_\_\_\_

Frequency of Support: \_\_\_\_\_

Other details:

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Working towards Independence

The child will try to: \_\_\_\_\_

Staff assisting will support by: \_\_\_\_\_

Review date: \_\_\_\_\_

Agreed and signed:

Parents/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Child (if appropriate) \_\_\_\_\_ Date: \_\_\_\_\_

Staff involved \_\_\_\_\_ Date: \_\_\_\_\_

Class Teacher /SENco \_\_\_\_\_ Date: \_\_\_\_\_



Appendix 2

## Parental Permission for School Staff to Provide Intimate Care

I understand that:

- I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting;
- I will advise the head teacher of any medical reason my child may have which affects issues of intimate care;
- I understand that the intimate care provided for my child at school will be given by one member of staff (at a time). I understand that the member(s) of staff providing the care for my child have had appropriate training.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address and contact details:

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