

**Aims**

**Holbrook Primary School is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. Holbrook 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, humiliation or pain.**

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 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 children 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.

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

**Legislation and statutory guidance**

This policy complies with [statutory safeguarding guidance](#).

**Introduction**

Intimate care is any issue which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure (e.g. the management of catheters.)

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 must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

Additional vulnerabilities that might arise from a physical disability, or learning difficulty, which must be considered with regard to individual teaching and care plans

for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and Holbrook Primary School should be easily understood and recorded. These arrangements should be regularly reviewed and the children should be consulted as part of the process.

This document is based on a best practice in special schools or Early Years settings.

### **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 are of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) 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 be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible, staff who are involved in the intimate care of children will not usually be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.

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 them self as they 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.

Wherever possible, two adults as suggested as best practice, will care for a child where intimate care is needed but where this is not possible, one child will be catered for by one adult.

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

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 presentation it will be immediately reported to the DSL following school safeguarding procedures (yellow form).

If a child becomes distressed or unhappy about being cared for by a particular member of

staff, the matter will be looked into and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue is resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

### **Intimate Care Procedures**

#### **Role of staff**

- Any staff who may carry out intimate care will have this set out in their job description.
- 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.
- 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. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.
- Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may be waived where failure to provide appropriate care would result in negligence for example, a female member of staff supporting boys, as no male staff are available. This is sometimes the case when pupils are changing for swimming.

#### **How staff will be trained**

Staff will receive:

- Training in the specific types of intimate care they undertake where necessary
- 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.

### Children wearing nappies procedure

#### **Parents**

Parents should provide nappies, disposal bags and wipes. The parents will be made aware of this responsibility.

#### **School**

Holbrook Primary School will provide gloves, plastic aprons, a bin and liners to dispose of waste.

Staff should always wear an apron and gloves when dealing with a child who is being changed. Any soiled waste should be placed in a polythene waste disposal bag, which can be tied. The bag should be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the School's Health and Safety policy and EYFS nappy changing procedure.

### Changing Facilities

At Holbrook Primary School, there is 1 hygiene suite which is designed to cater for intimate care procedures or nappy changing. The hygiene suite is equipped with specialised facilities and furniture for changing children and avoid an adult having to lift a child and cause possible back injury.

### Health and Safety

Health and Safety advice for schools can be found in the Health and Safety Handbook. For further information, see Chris Brown (Health & Safety Officer)

### Role Of Parents and Carers

For children who need routine or occasional intimate care (e.g., for toileting or toileting accidents), parents/carers will be asked to read the Intimate Care policy and upon reading sign a consent form. (See appendix 1)



## **Intimate Care Policy**



For children whose needs are more complex or who need support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers (See appendix 2).

### **Care plan or permission not given**

Where there isn't an intimate care plan in place or parental consent for routine care in place has not been given, parental permission will be sought before performing any intimate care procedure where possible via a phone call or text message.

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 (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.

### **Appendix 1**

Consent form for School to provide Routine or occasional intimate care e.g. toileting, toileting accidents and nappy changing.

## Intimate Care Policy

PERMISSION FOR SCHOOL TO PROVIDE ROUTINE OR OCCASIONAL INTIMATE CARE EGTOILETING, TOILETING ACCIDENTS AND NAPPY CHANGING.	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for 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"/>
<p><b>I do not</b> 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	

### Appendix 2

Care plan form for procedures out of the remit of the routine or occasional intimate care

## Intimate Care Policy

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	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

[illegible]