

**WEXHAM COURT PRIMARY SCHOOL**

**Intimate Care Policy**

**2024 - 2027**



**Date Approved:** Summer 2024

**Date for Review:** Summer 2027

**Approved By:** Head Teacher

## WEXHAM COURT PRIMARY SCHOOL

### INTIMATE CARE POLICY

*Preparing every child to become a successful individual in an ever evolving world.*

**Build belonging**

**Strive for excellence**

**Do the right thing**

#### **EQUALITY STATEMENT**

At Wexham Court Primary School we are proud of the diversity of our students and staff and are committed to promoting a positive and inclusive culture in which all are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, beliefs, sex or sexual orientation. We acknowledge that we are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions and that this can negatively impact traditionally marginalised and disenfranchised students. In all areas of our school, we strive to understand and appreciate all aspects of diversity, equality and inclusion and proactively adapt our school policies and procedures accordingly.

*Written by Wexham Court staff and pupils*

#### **Aim**

At Wexham Court Primary School we aim to ensure that all staff responsible for intimate care of children will undertake their duties to the highest professional standard and that all children will be treated with the utmost respect when intimate care is given. No child will be attended to in a way that causes them distress or discomfort.

#### **Statement of intent**

- To ensure that children's welfare and dignity are held of paramount importance.
- To manage all children with intimate care needs through careful planning and rigorous record keeping.
- To ensure all personnel named as key persons for intimate care are provided with adequate training for their role. E.g. Paediatric first aid qualification, Health and Safety lifting and moving, as deemed appropriate.
- To provide appropriate facilities and equipment for children's care.
- To ensure anticipatory duties are rigorously monitored in conjunction with the settings key policies and procedures. E.g. Safeguarding policy, First aid and medicine policy, Health and Safety Policy, Risk assessments and Complaints procedures.

## **Definition**

Intimate care is any care 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.

## **INTRODUCTION**

Staff who work with young children or young people who have special educational needs will realise that the provision of intimate care can be sensitive and will require staff to be respectful of children's needs. Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided for them. Staff who provide intimate care to children, have a high awareness of child protection requirements. Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their development level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Wexham Court 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. Wexham Court Primary School recognises that there is a need to treat all children with respect when intimate care is given and that no child should be attended to in a way that causes distress, pain or embarrassment.

## **OUR APPROACH TO BEST PRACTICE**

The provision of intimate care is a sensitive one and will require staff to be respectful of children's needs at all times. Children's dignity should always be preserved with a high level of privacy, choice and control when care is required. There should be a high awareness of child protection requirements within this work and staff member's behaviour must be open to scrutiny at all times. All children who require intimate care are treated respectfully at all times; the child's welfare and dignity are of paramount importance.

- Staff must work in partnership with parents/carers and parents/carers should be able to provide continuity of care to children whenever possible. Staff who provide intimate

care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus and resources will be provided to assist with children who need special arrangements.

- Staff will be supported to adapt their practice in relation to the needs of individual children considering developmental changes such as the onset of puberty and menstruation. Wherever possible, staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.
- There is careful communication with each child, who needs help with intimate care, in line with their preferred means of communication (verbal, symbolic, etc.) to ascertain the child's needs and preferences. The child should be made aware of each procedure that is carried out and the reasons for it.

As a basic principle, children will be supported to achieve the highest level of autonomy possible, given their age and abilities. Staff will encourage each child to do as much for themselves 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. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer.

- 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 needs help with intimate care. Where possible one child will be cared for by one adult, unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- Where possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns providing care. This will ensure as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

- Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

### **THE PROTECTION OF CHILDREN**

Education Child Protection Procedures and Inter-Agency Child Protection will be accessible to staff and adhered to. Where appropriate, 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. A clear record of the concern will be completed and referred to Social Services if necessary. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk or harm. (See the Education Child Protection Procedures, available in school). If a child becomes distressed or unhappy about being cared for by a particular member or 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(s) are 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 (see the Safeguarding and Child Protection Policy).

### **GUIDELINES FOR STAFF CARRYING OUT TOILETING PROCEDURES/NAPPY CHANGING AT THE SCHOOL**

- All adults assisting with toileting should be employees of the school. Where possible the adult should be familiar with the child and ideally working with the child in the classroom.
- Whilst ensuring that privacy and dignity are maintained, wherever possible two adults need to be present when toileting procedures are being carried out.
- Members of staff should notify the class teacher when they are taking the child to the toilet.
- It is important to maintain the child's self image and social standing with his/her peer group through sensitive handling and discretion. Staff should consider suitable responses to questions that children or other adults may ask.
- All staff involved in these procedures should complete Child Protection training.

- Toilet training procedures should take place in a place which provides enough privacy for the child.
- The parents/carers must sign a consent form to give their permission for staff to change a nappy. This is in cases where a child needs to use nappies for medical or special needs reasons. Staff need to be in pairs when changing children at all times.
- The school will provide appropriate changing facilities.
- Parents/carers must sign a consent form giving permission for staff to change colostomy bags. Staff need to be in pairs when changing a bag.
- When changing children, a log needs to be completed and signed by both members of staff and kept in a file in the classroom with the class teacher. For children who need daily changing, the log should be kept in the area where they are changed, in a folder with their care plan. In EYFS, the log should be stored with the first aid book, or in the changing area.

#### **PARENT/CARERS RESPONSIBILITIES**

- To provide the school with nappies, cream, wipes and spare clothing – all clearly labelled with the child's name.
- To provide the school with any changing equipment such as bags, wipes, phalanges etc.
- To sign a form giving consent for the staff to change their child's nappy or to assist with toileting their child.

#### **STAFF RESPONSIBILITIES**

- Hand washing facilities; liquid soap, running water and disposable paper towels will be available.
- Ensure stocks are checked and in supply. Inform Health and Safety Officer when supplies need to be re-ordered.
- Disposable vinyl gloves and plastic aprons must be worn.
- Gloves and aprons should be disposed of after every use.
- The nappy and all disposable items should be placed in an appropriate sized yellow clinical plastic bag and tied securely.
- Soiled clothes should be removed as soon as possible and placed in a plastic bag, which is then tied securely and sent home for washing.
- Rubber gloves should be disposed of after use.
- Staff must always wash and dry their hands after changing or toileting a child.

## **EQUAL OPPORTUNITIES**

This policy applies to all children who require assistance with toileting or nappy changing regardless of their sex, colour, race, ability or disability, religion or nationality.

## **GUIDANCE ON SAFEGUARDING**

Staff will be made aware that any physical contact between a child and adult might be misconstrued directly by a child, an observer or by anyone the action is described to and therefore staff must be always prepared to accept that their actions are open to scrutiny at any time. Staff who have witnessed any behaviours between staff and children, which they feel uncomfortable about in any way, must follow the school's Whistleblowing Policy and share their concerns with the designated named person in school immediately. Any allegation of serious misconduct against a member of staff will be passed on to the Local Authority Designated Officer.

## **MONITORING AND REVIEW.**

This policy will be monitored and reviewed on an annual basis and shared with stakeholders both at governors' meetings and in the school policy folder.

This policy should be read in conjunction with our Safeguarding and Child Protection Policy, Whistleblowing Policy, Health and Safety Policy, and Equality and Diversity Policy.

This is a true version signed by

Miss N Mehat Head Teacher

Signed:

Date:

Review date: Summer 2027

## Appendix A - Intimate Care Plan

Use this template for pupils who need regular support with toileting, washing and/or changing.

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 making sure 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'S VIEW	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signed on behalf of school:	

**PARENTS/CARERS**

Date:

This plan will be reviewed twice a year.

Next review date:

To be reviewed by: