



## Intimate Care Policy

*This policy provides the framework through which we will encourage and promote a safe, secure and positive environment in which all pupils and adults can thrive. It is based on the aims and values of the school which are embedded in the strong Christian ethos of St. Stephen's.*

### Summary

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. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam). This type of procedure should also be accompanied by a medical plan.

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/young people wherever possible. If a member of staff has any concerns about physical changes in a child's presentation, eg 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.

St. Stephen's 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 our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Intimate care is any care which involves one of the following:

1. Assisting a child to **change his/her clothes**
2. **Changing or washing a child** who has soiled him / herself
3. Assisting with **toileting** issues
4. Supervising a child involved in **intimate self-care**
5. Providing **first aid** assistance
6. **Providing comfort** to an upset or distressed child
7. **Feeding** a child
8. Assisting a child who requires a specific **medical procedure** and who is not able to carry this out unaided.

In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.) Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

### Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;

- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

### **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 (including Child Protection and Health and Safety training as needed for specific pupils with statements/disabilities) 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 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 health and relationships education to the children/young people in their care as an additional safeguard to both staff and children/young people involved. Exceptions may be made for pupils with special learning needs with parental consent/agreement (**APPENDIX 3**).

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 (**APPENDICES 1-2**).

### **Assisting a child to change his / her clothes**

This is more common in our Foundation Stage. An individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that they have a colleague in the near vicinity and will let the colleague know that 'intimate care' is occurring. When supporting dressing/undressing we will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

### **Changing a child who has soiled him/herself**

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in the First Aid area for older children and in Early years classrooms).
- 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).
- Depending on the age of the child – the child should have autonomy at all times.
- The situation must be dealt with in toilet facilities.

The adult who is attending to the child must always wear disposable gloves. Soiled clothing will be sealed in a plastic bag and returned to parents. Staff will communicate reasons for changing a child to parents.

The member of Staff who has assisted a pupil with intimate care will fill in the 'Intimate Care Book' with details of the care that has taken place and a signature from the additional adult.

### **Equipment Provision**

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes; changing mat etc. and 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.

### **Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.**

Our Administration of Medications Policy outlines arrangements for the management of the majority of medications in school.

### **Swimming**

Our Key Stage 2 classes participate in a swimming programme. Children are entitled to respect and privacy when changing their clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying, teasing or other unacceptable behaviour does not occur.

### **Residential Trips**

The Residential educational visit is an important part of our Year 5 school experience. Particular care is required when supervising pupils in this less formal setting. In the weeks leading up to the visit, preparation includes discussion around different aspects of personal care and children are made aware of expectations and support available to them.

As with Extra-Curricular Activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by our Safeguarding procedures. Some specific Intimate Care issues may arise in a Residential context.

#### **• Showering**

Children are entitled to respect and privacy when changing their clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations, and to ensure that bullying, teasing or other unacceptable behaviour does not occur.

This means that staff should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as children or shower with children.

It is best practice in our school that when an incident has taken place that has necessitated a member of staff to be present when children are changing that an incident report is made.

#### **• Night Time Routines**

It is established practice that the children's bedrooms are private spaces and anyone else wanting to enter the room should announce their intention to enter.

At bedtime, children are given a set amount of time to change and prepare for bed and will be told when the supervising teachers will visit the rooms to check all is okay and switch off the lights. A reciprocal arrangement is in place in the mornings.

There are occasions when incidents take place during the night and the need arises to:

Assist a child to **change his / her clothes**

**Change a child** who has soiled him / herself

**Provide comfort** to an upset or distressed child

Assist a child who requires a specific **medical procedure** and who is not able to carry this out unaided.

Guidance as above will be followed with the support of an additional member of staff in attendance.

**Menstrual care**

Girls who have started menstruation will be allowed to visit the staff toilet on the third floor as necessary. Sanitary products will be available for their use as necessary. Staff will treat them with discretion and give the girls the privacy they need.

**Health and Safety**

Staff should wear a plastic 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 liner) which is specifically designated for the disposal of such waste.

**Safeguarding**

Staff must follow the Safeguarding policy in partnership with this Intimate Care Policy. If a member of staff has a safeguarding concern or notices a mark on a child, they must report this to a DSL immediately.

**Review**

This policy will be reviewed twice per year.  
The next review will take place in November 2021.



**Appendix 1  
St. Stephen's CE Primary School  
Intimate Care Plan**

<b>Child's name</b>		<b>Date of birth</b>	
<b>Name of Support Staff/Class Teacher Involved</b>			
<b>Area of need</b>			
<b>Frequency of support</b>			
<b>Any other details</b>			
<b>Working towards Independence</b>	The child will try to:		
	Staff assisting will support by:		
<b>Review date</b>		<b>Agreed and Signed by parent/carer:</b>	
<b>Date</b>		<b>Staff involved</b>	

**Appendix 2  
St. Stephen's CE Primary School  
Toilet Management Plan - Agreement**



**between Staff and Child**

**Child's name:** \_\_\_\_\_

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

**Support staff name(s):** \_\_\_\_\_

**Support Staff/Class Teacher**

*As the person helping you in the toilet you can expect me to do the following:*

- I will stop what I am doing to help you in the toilet as soon as you ask me;
- I will avoid all unnecessary delays;
- When you use our emergency agreed signal, I will stop what I am doing and come and help;
- I will treat you with respect and ensure privacy and dignity at all times;
- I will ask permission before touching you or your clothing;
- I will check that you are as comfortable as possible, both physically and emotionally;
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you;
- I will look and listen carefully if there is something you would like to change about your toilet.

**Child**

*As the child who needs help in the toilet you can expect me to do the following:*

- I will try, whenever possible to let you know a few minutes in advance, that I need to go to the toilet, so that you can come and help me;
- I will try to use the toilet at break time or at the agreed times;
- I will only use the agreed emergency signal for real emergencies;
- I will tell you if I want you to stay in the room or stay with me in the toilet;
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed;
- I will work with you to practice the things I need to do to become more independent in using the toilet.

We will review this agreement on: \_\_\_\_\_

**Signed:**

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

Support staff/CT involved: \_\_\_\_\_

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



**Appendix 3**  
**St. Stephen's CE Primary School**  
**Parental Permission for 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 familiar members of staff;
- I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.

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

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

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

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

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

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

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

Address and contact details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_