



Headteacher
Mrs C Spinks

Intimate Care Policy

All Saints CE Primary School
July 2023



Churchill Street,
Heaton Norris,
Stockport SK4 1ND

At All Saints CE Primary School we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally.

At times children need to be cuddled, encouraged, held, and offered physical reassurance. Intimate care routines are essential throughout the day to meet children's basic needs.

What is intimate care?

For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

Roles and responsibilities

The headteacher is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively
- Ensuring that the intimate care of children is carefully planned, including the creation of individual plans following discussions with the parent and the child and with input from the SENCO
- Communicating with parents in order to establish effective partnerships when providing intimate care to children
- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedures Policy.

All members of staff who provide intimate care are responsible for:

- Undergoing appropriate training for the provision of intimate care
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy

Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's intimate care
- Providing their consent to the school's provision of their child's intimate care
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy

Safety and Welfare

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's key worker with the exception of first aid treatment which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key worker system in the nursery and ensuring all parents understand how this works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partners policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy
- Operating a whistleblowing policy to help staff raise any concerns about their colleagues; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery
- Conducting working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved. If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity.

Intimate care plans

- Pupils who require regular assistance with intimate care have written intimate care plan agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.
- Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate.
- Any historical concerns (such as past abuse) should be taken into account.
- The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care).
- They should also take into account procedures for educational visits/day trips.
- Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

The information concerning the child's intimate care plan will be stored confidentially, and the parents and the staff responsible for carrying out the child's intimate care will have access to the information.

The parents of the child are required to sign the Intimate Care Plan Parental Consent Form to provide their agreement to the plan.

Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.

For children on an Intimate Care Plan, parents will be asked to supply the following items for their child's use:

- Nappies, wipes, creams etc.
- Spare clothing
- Spare underwear

Non-regular intimate care

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself).

It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone or note.

Any clothing that is borrowed will be washed and dried by parents and then returned.

Intimate care records

Accurate records will be kept when a child requires assistance with intimate care, these records will be kept in the child's personal log.

Records will include:

- full date
- times
- nature of the care given
- any comments such as changes in the child's behaviour
- who was present in every case

Staff giving intimate care will ensure

- That all pupils are supported to achieve the highest level of autonomy that is possible given their age and abilities
- That they encourage each individual pupil to do as much for his/herself as possible
- That they are fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate
- That they record the intimate care given as appropriate
- That they carefully communicate with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences.
- That where the pupil is of an appropriate age and level of understanding they seek permission before starting an intimate procedure. Should the child refuse parents/carers will be contacted.
- That they speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.
- That they respect every child's right to privacy and modesty. Giving careful consideration to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEN advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.
- That they inform another appropriate adult when they are going alone to assist a pupil with intimate care.
- That they do not carry a mobile phone, camera or similar device whilst providing intimate care.

Procedures for intimate care

Staff who provide intimate care will have a list of personalised changing routines for the children in their care, which will be adhered to and will be shared with parents regularly.

No child will be left in wet/soiled clothing.

If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child, adhering to the arranged routines.

Stock is kept to ensure there will be clean underwear, wipes and any other individual changing equipment necessary.

Before changing a child, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately.

The changing areas are warm and comfortable for the children and are private from others.

Hot water and soap are available for staff to wash their hands before and after supporting a child and the changing area will also be cleaned appropriately after use.

Any soiled clothing will be placed in a tied plastic bag and will be returned to parents at the end of the school day.

Any bodily fluids that transfer onto the changing area will be cleaned appropriately.

If a pupil requires cream or other medicine, such as for a rash in an intimate area, this will be provided by parents and in accordance with the School Medication Policy, and full parental consent will be gained prior to this.

All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Members of staff will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

Parental engagement

The school will liaise closely with parents to establish individual intimate care programmes for each child which will set out the following:

- What care is required
- Which staff will carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child can do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

Safeguarding procedures

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

All members of staff will receive safeguarding training on a regular basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

EYFS Lead: Cara Gallagher

July 2023

Review Date: July 2024



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Toilet Introduction Procedures

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As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and can alert an adult
3. The child realises that they need to urinate/defecate and alerts an adult in advance.

During these stages, parents should assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Parents should implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other family members/siblings as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

Amended Draft 2023