

**ALL SAINTS CEVA
PRIMARY SCHOOL
AND NURSERY UNIT**

**POLICY
For
Intimate Care**

**We all seek the best for our school, moving forward within the
love of God
so that we can all thrive**



POLICY TITLE:

Intimate Care Policy

ALL SAINTS CEVA PRIMARY SCHOOL INTIMATE CARE POLICY 2018

POLICY REFERENCE NUMBER:	
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POLICY OWNERSHIP:	
School	Head Teacher
Governors	Chair

POLICY IMPLEMENTATION DATE:	September 2016
POLICY REVIEW DATE:	September 2018, 2021

POLICY REVIEW DOCUMENT HISTORY

This policy is monitored by the Policy Owner(s) and will be reviewed every year, or as dictated by school requirements or legislation.

Version	Date	Author	Amendment	Approval / Adoption
1	23.8.16	E. Johnson		
2	10.09.18	S Cheetham		

IMPLEMENTATION / UPDATING

Following approval, it is the responsibility of the Policy Owner(s) to ensure that the policy is:-

Date

- circulated to all relevant stakeholders
- uploaded onto the school website

RESOURCE IMPLICATIONS

Training time to staff and cost of update training.

REFERENCES/LINKS/CONSULTATION

LEGAL COMPLIANCE & EQUALITY STATEMENT

At the time of ratifying this policy, the policy owner was satisfied that, to the best of their knowledge, this document complies with all relevant legislation.

The school is committed to the principles of Equality and under this policy no person will be treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender re-assignment, economic group, employment status, or any other condition or legally protected characteristic which cannot be shown to be wholly justified in relation to the effective operation of the school.

ALL SAINTS CEVA PRIMARY SCHOOL INTIMATE CARE POLICY 2018

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.

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.

Our approach to best practice.

Children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

As a basic principle children will be supported to achieve the highest level of autonomy that is possible for their age and ability. Staff will encourage children to do as much for themselves as possible.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation and as to how many carers will be required. However, there will always be two members of staff present.

For a child who has soiled themselves, their parent/carer will be called to the school to change them. If a parent can't be contacted, further attempts will be made to contact other numbers as per the child's contact list. If it is not possible to contact someone or they are unable to get to school, the staff will supervise the child whilst they clean themselves and get changed into clean clothes.

Where a child has had an incident where they have soiled themselves, an Intimate Care Plan will be put into place and agreed with the parents/carers (see Intimate Care Plan, Appendix 1).

For children in Nursery or Reception, the staff will be responsible for caring for a child who has wet/soiled themselves once an Intimate Care Plan has been agreed. The child will be provided with spare clothes unless it is appropriate for the child to use their PE kit. Any wet/soiled clothes will be returned to the parent/carer with the child at the end of the session/day.

Staff who carry out intimate care are aware that this care is to be carried out in the Foundation Stage toilets.

For all other children (Years 1 to 6), staff will supervise a child who has wet themselves to clean themselves and get changed into clean clothes, unless otherwise stated on their Intimate Care Plan.

Male staff may be called upon to supervise with a boy in the presence of a female member of staff if the child is older and feels more comfortable with this.

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Any incidents where assistance with intimate care is required, this will be recorded on the Intimate Care Record form (Appendix 2) and shared with the Parents/Carers.

The protection of children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible and adhered to by all staff.

If a member of staff has any concerns about physical changes in a child's presentation, e.g marks, bruises, soreness, etc. he/she will immediately report concerns to the designated person for child protection. A clear record of the concern will be completed and referred if necessary.

The protection of adults

Always ensure you have another member of staff with you throughout any scenario of intimate care.

Always keep the door of the room ajar.

Completion of the Intimate Care Record and sharing with Parents/Carers.

Generic risk assessment in place for adults involved in toileting needs and hygiene standards (see Appendix 3).

Steph Cheetham

Created September 2018

This policy will be reviewed every two years.

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Appendix 1 Intimate Care Plan

Child's Name:

Date:

Reason for Intimate Care Plan: *(delete as appropriate)*

(Child's name) is currently in nappies/pull ups/pants and is not yet showing any awareness of being wet/soiled

OR

(Child's name) is currently in nappies/pull ups/pants and is showing some awareness by (eg: going to changing area/verbally saying

Key Persons involved in intimate care will be:

- A
- B
- C

However, *(named other staff)* will also be aware of his/her needs and will be available to change him/her when required.

The school will provide disposable gloves and disposable aprons.

However, the parent/carer will provide consumables which could include nappies/pull ups, wipes, nappy sacks and spare clothes.

(Child's name) will be changed in the Early Years toileting area, or will be supervised in an appropriate toileting area if the child is changing and cleaning themselves.

To comply with our child protection procedures 2 members of staff will be present and the door will be kept ajar.

Used disposable nappies will be placed in a nappy sack and disposed of in a nappy bin and reusable nappies will be doubled bagged for return to the parent/carer.

Staff will record date and time of changing and whether child was wet/dry/soiled on their own personalise Toileting Chart. This information will be shared with parent/carer.

This plan will be reviewed as the child's needs change.

Signed Parent/carer: _____

Date:

Signed Class Teacher: _____ Date: _____

Signed Inclusion Manager: _____ Date: _____