



Tylers Green First School

Intimate Care Policy

Intimate care is any care which involves washing, touching or carrying out a procedure to intimate personal areas, such as cleaning up a pupil after they have soiled themselves. 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 requires staff to be respectful of the child's needs. The child's dignity should always be preserved.

There will always 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.

Aims

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 with intimate care needs are not discriminated against, in line with the Equalities Act 2010
- Parents are assured 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 which 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.

Role of parents

Seeking parental permission

Many young children need occasional intimate care (e.g. for toileting accidents), where there is not an intimate care plan or parental consent for routine care in place. In this instance staff will act in the best interests of the child to help change and support the child to clean themselves to the best of their abilities. Staff will help children to clean themselves in the event that they are not able to do this. Parents will be informed as soon as possible after the procedure. Where possible two members of staff will attend to the incident to safeguard the child and staff member.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

For children whose needs are more complex or who need regular or particular support, an intimate care plan will be created in discussion with parents.

Children wearing nappies

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline where and when changing will be carried out.

For pupils needing regular intimate care, in addition to underwear and a spare set of clothing **the school expects parents to provide a good stock (at least a week's**

worth in advance) of nappies, wipes and nappy sacks. The school does not keep a stock of nappies.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (if appropriate) and any relevant health professionals. The school will work with parents 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. The plan will be reviewed annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

Role of staff

Any staff member who may carry out intimate care will have this set out in their job description. This includes Teaching Assistants. No other staff members can be required to provide intimate care, but all staff members are expected to act in the best interests of the child at all times, which may at times involve supporting or witnessing intimate care procedures.

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.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake if needed on a pupil's care plan.
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The supporting children with medical conditions policy, the child protection and safeguarding policy and the SEND policy.
- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures
- Staff will also be encouraged to seek further advice as needed.

Intimate care procedures

Where there is an intimate care plan in place for a child, staff should follow this, unless in the case of an emergency when staff are within their right to put the needs of the child first before gaining consent from the parent. If the parent refuses intimate care at the detriment of the child, it will be reported to the Designated Safeguarding Lead (Headteacher) and recorded as per the school's safeguarding procedures.

Changing procedures will be carried out in the Early Years & Key Stage 1 Toilets, the designated Disabled Toilet or the Medical Room. Children should not be changed in other areas or in any “public” areas of the school, including classrooms.

When carrying out procedures, the school will provide staff with:

- Protective gloves
- Disposable apron
- Anti-bacterial spray to clean the area
- Anti-bacterial & anti-viral hand soap
- Changing mat
- appropriate bin

Any child with intimate care needs 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 s/he can. This may mean, for example, giving the child responsibility for wiping themselves and washing their hands.

Records will be kept each time intimate care is provided. There should be a separate record for each child with an intimate care plan so that it can be shared with parents if requested. The record should show which staff members were present, what procedure was done and the time and date.

Each child's right to privacy will be respected, although, for safeguarding reasons, where possible there will be two adults involved in administering intimate care – one to carry out the care and one to witness. If only one staff member is available, a verbal report of the procedure will be given to another member of staff.

The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing,

Safeguarding

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school procedures.

If a child makes allegations against a member of staff, necessary procedures will be followed.

6. Monitoring arrangements

This policy will be reviewed every 2 years by the Headteacher.

7. Links with other policies This policy links to the following policies and procedures:

- Child protection and safeguarding
- Health and safety
- SEN
- Supporting pupils with medical conditions

Reviewed June 2024

Intimate Care Plan



Child's Name	DOB
Date of Plan:	Review Date:
Plan completed by:	
Medical Conditions:	
Medication:	
Intimate Care Needs:	
Equipment to be supplied by parents / carers: <ul style="list-style-type: none">○ Nappies○ Wipes○ Nappy bags○ Pants / knickers○ Trousers / shorts / skirt / dress○ Socks○ Other _____	
Parent / Carer Permission I give permission for staff at TGFS to provide intimate care for my child. Signed _____ Date _____	