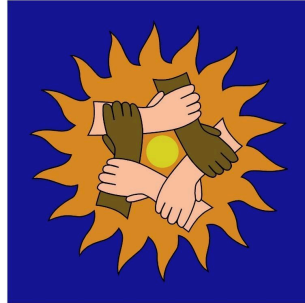


“Together we can achieve more”

Highfield Primary School



Intimate Care Policy 2024-25

Next Review: Autumn Term 2027

Review every three years

Rationale

Highfield is an inclusive school and seeks to promote social inclusion. It is our aim to ensure access and progress within an inclusive, broad and balanced curriculum for all our children so that each child can achieve their full potential.

We are committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We recognise that there is a need to treat children with respect, care and sensitivity when engaged in any form of intimate care. The child's welfare and dignity are paramount at all times.

Aims

The aims of the policy and procedures are:

- To safeguard the dignity, rights and well-being of children.
- To ensure that children are treated consistently and with sensitivity and respect, when they experience personal care.
- To provide guidance and reassurance to staff.
- To ensure that parents are involved in planning the intimate care of their child and are confident that their concerns and the individual needs of their child are taken into account.
- To reassure parents that staff are knowledgeable about intimate care

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has wet/soiled him/herself, has vomited or feeling unwell
- Changing a child who is wearing a pad or nappy

Child focused principles of intimate care

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy and to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Principles & Procedures

We aim to support all parties through the following actions:

- 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.
- 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.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all 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. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the school 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.
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard children.
- Regularly reviewing the safeguards in place. The school has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

Staff should follow the procedures below to keep themselves and children safe;

- Always tell another member of staff when they are supporting a child in intimate care or helping a child to the toilet.
- The privacy and dignity of any pupil who requires intimate care will be respected at all times. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. Any pupil with wet or soiled clothing will be assisted in

cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents.

- Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care. Intimate care should be carried out by a member of staff familiar to the child.
- If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the Child protection team immediately.
- Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day.
- Parents will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- Staff will not provide intimate care in a closed separate room on their own
- Students and Volunteers will not aid in the intimate care of our pupils.
- Parents are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is discussed with parents. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with a senior member of staff and the pupil's parents.
- If an allegation is made against a member of staff, the headteacher must be informed and all necessary procedures will be followed. Safeguarding procedures will then be followed. If the allegation is against the headteacher, the Chair of Governors must be informed.

Parental responsibilities

- Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.
- A copy of this policy will be available to parents to ensure that they understand the policies and procedures surrounding intimate care.
- Parents will inform the school should their child have any marks or rashes.
- Parents will come to an agreement with staff in determining how often their child will need to be changed.

Good practice

- Always ensure that a child's privacy is protected as much as is possible. Those who require support with their toileting needs must be taken to the toilet area whenever they need changing or checking.
- Maintain communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. Particular care should be taken with children who are at a very early level of communication to ensure that they are involved as much as possible - the child is aware of each procedure that is carried out and the reasons for it. Personal care for all children and young people is always undertaken following the clear Child Protection and safeguarding guidelines.
- Children 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 themselves as they can. This may mean, for example, giving the child responsibility for washing themselves, removing nappy standing up etc.

Hygiene

- All staff must wash their hands with soap and dry thoroughly before putting on disposable gloves and apron to change a pupil's pad or nappy.

- Body fluids should be wiped up with paper roll and the area cleaned using hot water and washing up liquid, rinsed and then dried with paper roll. Gloves should be worn when wiping up body fluids. Where possible, a disinfectant cleaner should be used as a final clean of the area.
- Paper roll (when used for body fluids), gloves and aprons must be disposed of in the appropriate bins. Nappies and pads will also be disposed of in appropriate bins.
- If a pupil has diarrhoea, gloves and apron must be changed immediately. Hands must be washed and dried again after changing a pupil. The child should be sent home for 48 hours.
- Should a child need showering/ bathing parents will be called to collect child
- If a member of staff has concerns or questions about intimate care procedures or individual routines, they will speak to their line manager immediately.

The Protection of Children

- Safeguarding Procedures are accessible to staff and adhered to and monitored by the Senior Management team and outside agencies to ensure good and safe practice.
- 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 Designated Safeguarding Lead. Safeguarding procedures will then be followed.
- If a child becomes distressed or unhappy about being cared for by a particular member of 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.
- If an allegation is made against a member of staff, all necessary procedures will be followed. Child protection procedures will also be followed.

This policy should be read in conjunction with the Safeguarding Children and Child Protection Policy.

This policy is based upon good practice and draws on information contained within the Equality Act (2010) and the DfE document "Supporting pupils at school with medical conditions" (December 2015). and Enfield Council 'Guidance on Continence and Intimate Care in Early Years Settings and Schools'

Useful Links:

[How to potty train - NHS](#)