



Intimate Care Policy

At Snaith Primary School we aim to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community.

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child. In school this may occur on a regular basis or during a one-off incident.

This policy was reviewed by the Headteacher and SENCO in consultation with staff and governors in January 2024

Snaith 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 of 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.

The Governing Board is committed to ensuring that all staff responsible for the intimate personal care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate personal care needs is one aspect of safeguarding.

The Governing Board recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

The child/young person's welfare is of paramount importance and his/her experience of intimate and intimate personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain. We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate personal care is given.

This intimate personal care policy should be read in conjunction with the schools' policies as below:

- Strategic child protection and safeguarding
- Code of Conduct
- 'Whistle-blowing'
- Supporting Medical Needs and administering medications
- Health and safety

Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

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. **Nappy changing** of children where toilet training has not been possible
5. Supervising a child involved in **intimate self-care**
6. Providing **first aid** assistance
7. **Providing comfort** to an upset or distressed child
8. **Feeding** a child
9. Providing **oral care** to a child
Assisting a child who requires a specific **medical procedure** and who is not able to carry this out unaided.

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.

Assisting a child to change his / her clothes

Children in Foundation Stage 1 (Nursery) and in Foundation Stage 2 (Reception) while staff will encourage children to attend to their own needs, some children may well require regular assistance with toileting and it is accepted practice that staff will support them with this. This should always be undertaken in the knowledge of other staff and in the toilets attached to the classes, unless there is a more significant/particular need for which there is a specific plan in place.

For children from Y1 upwards, on occasions 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 attendance when supporting dressing/undressing and 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. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

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 classrooms). However, if the child's needs are ongoing the school will request that the parent provide a supply of spare clothing and wipes.
- If a child is not able to complete this task unaided, school staff will attempt to contact the parent/emergency contact to inform them of the situation.
- If the parent/emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the parent/emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached a decision will be taken on the basis of loco-parentis and our duty of care to meet the needs of the child.
- The member of Staff who has assisted a pupil with intimate care will inform the parent and make a note in the child's file. Eg Silver Folder, as appropriate.

Changing children who require the use of nappies or pull ups

In some instances, where children have a medical need, children may require the use of nappies or pull up's until a later stage than other children. In either circumstance the child's needs are paramount and discretion exercised around this. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- Where appropriate/able, the child will be given the opportunity to change his / her pull up in private and carry out this process themselves, with assistance available if needed.
- Where pull up's or nappies are required, school request that pull up's are used wherever possible. This enables wet pull up's to be changed in the class toilet cubicles – in line with advice from Occupational Therapy
- School request that the parent provide a supply of spare clothing, wipes and nappies/pull up's.

- Occasions of changing nappies/ pull up's will be logged in children's silver files.

Basic hygiene routines

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.

In the case of Foundation Stage children and Key Stage 1 children, in order to avoid any unnecessary distress, a member of staff may assist the child, with a colleague in attendance, unless a parent has requested otherwise or if the child is reluctant. Parents will be contacted as soon as it is practical to do so.

Guidelines For Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs. In the case of children with SEND – specific staff will be allocated to support them.

We aim to:

1. **Involve the child in the intimate care.** Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.
2. **Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.** Care should not be carried out by a member of staff working alone with a child.
3. **Make sure practice in intimate care is consistent.** As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
4. **Be aware of your own limitations.** Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something school will:

- Reassure the child,
- ensure their safety and report the incident immediately to the designated teacher.
- Report and record any unusual emotional or behavioural response by the child.

A written record of concerns must be made available to parents and kept in the child's personal file.

Where children are identified with a specific need, which means they require regular intimate care, an intimate care plan is put in place with specific details identified.

If a child has received intimate care support this will be recorded on a form from – appendix 3

Appendix 1

PROCEDURE FOR CHANGING CHILDREN WHO WET OR SOIL

1. Wash hands.
2. Assemble equipment including any provided by the parent (nappies, change of clothes, etc)
3. Ask child to stand on changing mat.
4. Put on gloves / apron.
5. Remove wet/soiled nappy or clothing.
6. The child's skin should be cleaned with a disposable wipe(s).
7. Nappies should be folded inwards on themselves and double-wrapped in a nappy bag. (Dispose of nappy/pull ups in pedal bin provided).
8. Any soiled or damp clothing should be placed in a plastic bag and stored for a temporary basis in the changing area and given to parents at the end of the session.
9. Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
10. Gloves and aprons and any items used for cleaning the changing area will be disposed of in yellow bags via clinical waste.
11. Hands should be thoroughly washed afterwards
12. Log the intimate care provided.



Intimate Care Plan

Name of pupil	
Date of birth	
Address	
Name of the parent/carer/guardian :	
Name of staff providing Care:	
Contact Numbers	
Date Written	
Review Date	
Pupils' Condition	
Where the intimate care procedure take place.	
How the pupil will travel there e.g. walk, wheelchair.	
What equipment is required and where located/who will provide	<ul style="list-style-type: none">•

Description of transfer method.	
Adjustment of clothing.	
Method of cleansing including washing hands.	
Number of staff i.e. one or two	
Pupil participation i.e. what can they do.	
Disposal	
Next target towards independence.	
Signature of parent/carer	
Signature/s of staff involved with procedure/s	

