



## **INTIMATE CARE POLICY**

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Review Date: May 2022

**Related documents:**

Our vision is for all children to be safe, happy and learning. We deliver this vision through clear aims that are underpinned by our school commitments.

## safe – happy – learning

### We value:

working Together  
happiness  
achieving our potential  
fairness and equality  
kindness  
safety and security

### Our aim is for every child to:

- feel safe and secure at all times, and to know that the adults in school will help them if they are worried, frightened or feel unsafe;
- be an independent, resilient learner who sees mistakes as an opportunity to learn, is not afraid to try and seeks help when they need it;
- be an excellent communicator: able to listen and understand, speak with clarity and with a broad vocabulary;
- be a reader: finding pleasure in books and reading and with the skills to read fluently and accurately and to understand a range of texts;
- be a writer: writing fluently and with detail for a specific purpose and an understanding of the audience, using and applying a range of skills;
- be a mathematician: solving problems in a range of contexts by applying fluent knowledge and recall of number facts;
- develop the knowledge, skills and understanding of scientists, artists, designers, geographers, historians, linguists, musicians and performers;
- value being physically active and healthy;
- have the skills required to thrive in a technological age;
- be self-aware, emotionally intelligent and accepting of others, showing kindness and respect and an understanding of differences;
- acquire the skills and desire to contribute positively to the wider community.

### Our commitment is to provide every child with :

- a school that is well led and managed by a strong team of leaders and governors;
- school staff who will keep them safe and who know what to do to protect them from harm;
- a sense of justice and knowledge of right and wrong;
- high-quality teaching from skilled professionals;
- teachers and support staff who have opportunities to grow and develop, extending their own expertise through training and development;
- access to specialist services to support additional needs;
- buildings and grounds that are safe, welcoming, clean and tidy;
- a learning environment that promotes and supports active learning;
- challenges that stretch and encourage higher-order thinking, team work and creativity;
- exciting and stimulating resources that encourage the acquisition and deepening of knowledge, understanding and skills across the curriculum;
- enrichment opportunities, including after-school clubs, exciting trips and visitors to broaden their experience of the wider world;
- a voice – where their views and opinions matter and are listened to;
- opportunities for their parents and carers to spend time in school and be involved in school activities;
- the chance to try new things and have a go, developing the resilience that will prove valuable throughout life;
- ambitions and aspirations;
- a 'can do' attitude, and the 'powers' for lifelong learning and success.

This policy has been written to inform staff and parents of how staff will care for a child with continence issues in the event of a toileting accident in school. This policy has been written for children from Reception through to Year 6.

**Intimate care is any care which involves toileting, cleaning a child after they have soiled themselves, or changing personal items of underwear.** The dignity and right to privacy of the child are paramount.

Most children have achieved full continence by the time they start full time school. Some children may have long term medical conditions or a temporary continence issue as a result of medication, dietary or behavioural needs.

Whatever the cause, the needs of the child will be met with sensitivity and kindness. School will work closely with parents and carers to ensure that any continence issue is dealt with immediately to avoid discomfort, embarrassment and distress whilst maintaining good standards of hygiene and promoting independence and self-esteem.

All staff have a professional responsibility and duty of care to the children they teach and support. Children with a known medical condition will have a **Personal Health Care Plan** that will include a **Personalised Intimate Care Plan** (appendix 1) which will describe the nature of the child's needs and how they will be managed on a day to day basis and by whom. It will also set out how school, parents and the child will manage the cleaning, changing and toileting processes, as necessary. Mrs Parkes, Mrs Westwood and/ or Mrs Bicker will write these plans with parents and carers and the child where appropriate.

Staff should always check with the child whether they want help from a member of school staff or if they want to wait for a parent/carer to attend. (Especially if a change of clothing is needed.)

Children will always be supported to achieve the highest level of autonomy that is possible (given their age and abilities) and staff will encourage the child to do as much for themselves as possible.

Parents will be asked to bring in a change of clothing if this is not immediately available in school to avoid comment from other children.

Children will be taken to the care room to be cleaned/changed. An emergency change packs are available in the care room. These packs consist of wet wipes and polythene bags and rubber gloves. Spare underwear is also kept in there. In an emergency spare uniform is available in the care room. We ask that the loaned uniform is washed and returned or replaced by parents. We have facility to wash and dry clothing in school if necessary.

Nappies, pads, liners and wipes will need to be tied up in yellow spills sacks and placed in the provided nappy bin in the care room. The nappy bin will be emptied daily by cleaning staff.

A shower is available in the care room for parents to access with their child. Staff will not routinely use this facility with pupils. If necessary the caretaker (if on site) or a teaching assistant will discretely clean affected areas within the classroom.

Staff will have regard to the Individual's Health Care Plan, the Safeguarding Policy and the Guidance for Safer Working Practice for those working with children and young people in education settings October 2015 (Section 15 Intimate and Personal Care). (Appendix 3)

Although one member of staff will undertake the cleaning and changing of the child they must inform the admin team that they will be using the care room for this purpose and why. A signed record should be kept of all intimate and personal care tasks undertaken and where they have been carried out in another room, should include times left and returned. (Appendix 2)

Parents should be informed (if not already) at the end of the day and brought into the classroom to receive the soiled clothes to avoid embarrassment for the child.

This policy should be read alongside the Medical Needs Policy and Sen Policy.

Review Date: May 2022

Mrs K Parkes  
DHT

**Personalised Intimate Care Plan**

(this forms part of a child's Individual Medical Needs Care Plan)

<b><u>Personalised Intimate Care Plan</u></b>	
This is to be appended to the Pupil's Medical Needs Care Plan. All adults named in this plan should be aware of the Intimate Care Policy and the school's Safeguarding Policy.	
<b>Name of Child:</b>	<b>Class:</b>
Date Plan Started:	Date Plan to be reviewed:
Names of staff who may change the child:	
Location of Disabled toilet/Changing Place:	
Resources and Equipment Needed (indicate who is responsible for ensuring they are readily available in school):	
Disposal of Products in:	
Infection control measures:	
Special arrangements for trips/visits:	
Special arrangements for swimming	
Special Arrangements for overnight stay – Pioneer Centre	
Plan to be given to:	
Signed: _____ class teacher	Signed: _____ parent/carer



Appendix 3 Extract from :

**Guidance for safer working practice for those working with children and young people in education settings  
October 2015**

**15. Intimate / personal care**

Schools and settings should have clear nappy or pad changing and intimate / personal care policies which ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care should be open and transparent and accompanied by recording systems.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering.

*This means that education settings should:*

*have written care plans in place for any pupil who could be expected to require intimate care  
ensure that pupils are actively consulted about their own care plan*

*This means that staff should:*

- *adhere to their organisation's intimate and personal care and nappy changing policies*
- *make other staff aware of the task being undertaken*
- *always explain to the pupil what is happening before a care procedure begins*
- *consult with colleagues where any variation from agreed procedure/care plan is necessary*
- *record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers*
- *where there are changing rooms announce their intention of entering*
- *always consider the supervision needs of the pupils and only remain in the room where their needs require this*

*This means that adults should not:*

- *change or toilet in the presence or sight of pupils*
- *shower with pupils*
- *assist with intimate or personal care tasks which the pupil is able to undertake independently*

## COVID -19 APPENDIX

As Thorns Primary prepare for wider opening of the school, this appendix has been written to consider the potential risks and adaptations necessary to ensure any intimate care needs are still met with care and consideration for the child but also to ensure that the safety of the child and staff are maintained at all times.

Ensuring a child is supported from a safe distance:

- the care room will continue to be used for intimate care needs as required.
- A member of staff from the child's Bubble will support the child but must ensure they wear appropriate PPE – a disposable apron, gloves and mask. Grab-bags of PPE are stored in Bubble classrooms and stored in the care room.
- Any PPE used during this time must be disposed of in yellow spills bags and then placed in the lidded spills bin kept in the care room. The admin team must be informed of intimate care incidents to ensure cleaning staff are able to dispose of this waste appropriately and thoroughly clean the room.
- If cleaning is required in the room, staff will ensure that new PPE is used during cleaning and is disposed of as above.
- Intimate care logs must be completed as stated in the policy.
- A child will be encouraged to be as independent as possible as stated in the policy.
- Changes of clothes and underwear in various sizes are stored in the care room and can be used as required.
- Parents will not be asked to return loaned items of clothing at this time.
- Parents will be informed of any intimate care incidents by telephone and any soiled clothing will be bagged and stored safely in the care room and taken to the bubble classroom for the child to take home at the end of the day.
- Parents are not permitted to enter the building unless deemed necessary. Parents will be contacted and given strict instructions regarding how to enter school, they will be asked to apply hand sanitizer on arrival and will only enter the care room. When staff speak to parents, social distancing must be observed.

As far as is possible, staff will endeavor to maintain social distancing and encourage the child to be as independent as physically possible. We do however recognize that this may not be possible. Staff will ensure that appropriate PPE is used to allow staff to support the child at a closer distance where needed.