

# St. Paul's CE Primary School

## Intimate Care Policy



This policy should be read in conjunction with the following documents

SEND and Inclusion Policy

Safeguarding Policy

Wellbeing Policy

Equality Policy Statement

Keeping children safe in education (2022)

Working together to safeguard children (DFE) (2023)

Approved by the FGB: Spring Term 2024

Review Date: Spring Term 2026

## Intimate Care Policy

**Jesus offers life in all its fullness, and so we inspire our children to flourish and grow in school, the community and the wider world.**

**Our school is a safe and caring environment, with Christian values at its heart. Our school respects, and welcomes, all faiths, cultures and communities.**

**We ensure every child is valued, encouraging them to discover their gifts and potential.**

*Unique and precious in God's eyes, be the best that you can be.*

### **Rationale**

At St Pauls CE Primary School, we recognise that all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time education; however some children remain dependent on long-term support for personal care, while others progress slowly towards independence. Difficulties with continence can inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act in *loco parentis* are more likely to achieve their full potential.

Our Intimate Care Policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate care of children. Children are generally more vulnerable than adults, and the staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities include:

- Feeding
- Oral care
- Washing
- Changing clothes
- Toileting

- First aid and medical assistance
- The supervision of a child involved in intimate self-care

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

### **Aims**

- All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and St Paul's CE Primary School will work:
- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- To collaborate and work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety Policy and guidelines and Safeguarding Children Policy)

### **Principles of Intimate Care**

- Every child has the 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 such views taken into account
- Every child has the right to have levels of intimate care that are appropriate and consistent.

### **Care Plans**

Where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate)

to set out a care plan to ensure that the child is able to attend school daily. (See appendix A)

The written care plan will include:

- Who will change the child including back-up arrangements in case of staff absence
- Where changing will take place
- What resources and equipment will be used and clarification of who is responsible (parent or school) for the provision of the resources and equipment
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has and the expectation each has for the other (see Appendix B). This will include:

**The parent:**

- Agreeing to ensure that the child is changed at the latest possible time before being brought to the school
- Providing the school with spare nappies or pull ups and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school - including the use of any cleanser or wipes
- Agreeing to inform the school should the child have any marks/rash
- Agreeing to a 'minimum change' policy i.e. the school would not undertake to change the child more frequently than if s/he were at home
- Agreeing to review arrangements should this be necessary

**The school:**

- Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed should the child be staying for the full day
- Agreeing to monitor and record the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to contact parents in extreme cases where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing
- Agreeing to review arrangements should this be necessary.

The SENCO/Inclusion Leader will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families. It is the SENCO/Inclusion Leader's responsibility to ensure that all practitioners follow the school policy.

Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL). This policy runs alongside other school policies, particularly Safeguarding Children, SEND and Health and Safety.

## APPENDIX A

### St Paul's CE Primary School

<b>Name of child:</b>	
<b>Name of person(s) to change the child:</b>	
<b>Name of person(s) to change the child if main adult unavailable:</b>	
<b>When changing will take place:</b>	
<b>What resources and equipment will be used:</b> (Depending on need, some children may need to be changed on the nappy changing unit. However, it is important that staff working with parents encourage children to start using the toilet as soon as they are ready)	
<b>Training requirements for staff:</b>	
<b>Disposal of product in:</b>	
<b>Infection control measures:</b>	
<b>Special arrangements for trips/outings:</b>	
<b>When will the plan be reviewed:</b>	
<b>Review comments:</b>	

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**Intimate Care Plan**

If the child is unduly distressed, a member of staff will contact the parent/carer.

\*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs. \*

SENCO/Inclusion Leader approval:

Date:

## **APPENDIX B**

**St Paul's CE Primary School**

### **Intimate Care Plan Agreements**

#### **The parent:**

- I agree to ensure that the child is changed at the latest possible time before being brought to the school
- I will provide the school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school - including the use of any cleanser or wipes
- I agree to inform the school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home
- I agree to review arrangements should this be necessary

Signed: ..... (Parent/carer)

#### **The school:**

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary

Signed: ..... (School member of staff)

Name: ..... (School member of staff)

Date: .....



## **APPENDIX C**

### **Personal Care Procedures**

The staff at St Paul's CE Primary School will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D)
- Report any marks or rashes to parents and Head Teacher if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing
- Place a 'Do not enter' sign on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child

## **APPENDIX D**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled nappies/pull ups should be wrapped in a plastic bag before disposal in the general school waste
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands