

Woodcote Primary School Intimate Care Policy



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1. 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 difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and 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
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Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

3. Role of parents

3.1 Seeking parental permission

Where children are not yet toilet trained in Reception class, it may be necessary to assist or supervise children with toileting. Staff are aware of safeguarding the children at all times and will work under those guidelines to ensure the pupils' dignity and also their safety from abuse. For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), permissions will be sought from parents.

For children whose needs are more complex or who need particular support outside of this scope, an intimate care plan will be created in discussion with parents (see section 3.2 below).

Where there isn't an intimate care plan in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents in a timely way and an intimate care procedure urgently needs to be carried out, the procedure will be carried out, always with regard to safeguarding procedures, to ensure the child is comfortable, and the school will inform parents afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board, wherever possible, 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. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

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.

See appendix 1 for a blank template plan to see what this will cover.

3.3 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.

4. Role of staff

4.1 Which staff will be responsible

Staff are at liberty to volunteer to administer intimate care where enhanced DBS checks are in place. No other staff members can be required to provide intimate care.

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.

4.2 How staff will be trained

Staff will receive:

- Training where specific types of intimate care is required (nappy changing is often required in Early Years classes and training will be given in house with parental consent.)
- 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 control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to communicable diseases

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

There will always be 2 members of staff present when a procedure is carried out. Where this may not be possible for all toileting or nappy changing in Early Years classes, a second member of staff has sight / is within ear-shot of the first staff member at all times. No member of staff will take a child to the toilet without a colleague being aware of this is happening.

If any procedure is considered an invasive procedure, 2 members of staff must always be present. These staff will be trained appropriately and known to both the child and their parents.

Procedures will be carried out in a suitable space, such as the toilets in reception class, changing area in Acorn Class or the disabled toilet for older children. This space should always be agreed in advance.

Procedures will be carried out in an infection-safe way according to the school's risk assessment. For example, with regard to COVID-19 or other superbugs.

When carrying out procedures, the school will provide staff with aprons, protective gloves, face masks, cleaning supplies, changing mats, suitable waste bags and bins and, where needed, a disabled toilet and raisable bed. Any other equipment needed for a specific intimate care plan will be agreed with health professionals and used and maintained appropriately and with suitable training.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a day's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

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

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Headteacher and record the incident in writing.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed every two years (or if required, sooner) by the Headteacher and the SENDCo. At every review, the policy will be approved by the Safeguarding and either the SEND or Health and Safety Governor on behalf of the Full Governing Body.

7. Links with other policies

- This policy links to the following policies and procedures:
- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEN
- Supporting pupils with medical conditions

Appendix 1: Template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed annually.

Next review date:

To be reviewed by:

Appendix 2: Template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	