

# Highwood Primary School



*Promoting Resilience - Achieving Potential*

## Intimate Care Policy

**Approved by: Full Governing Body**

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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.

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](#).

It also complies with our funding agreement and articles of association.

## 3. Role of parents

### 3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

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

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

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care.

We recognise that the information required to carry out intimate care is gained from parents as is prior permission.

We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. When any intimate care is carried out on children with individual care plans, it will be recorded in an intimate care folder.

All information concerning intimate care procedures is recorded and stored securely. We appreciate that sometimes children have toileting 'accidents' that are out of character for them. In the event of

this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability.

Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day.

On the occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

### 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 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

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:

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 COVID-19
- They will also be encouraged to seek further advice as needed.

## 5. Intimate care procedures

### 5.1 How procedures will happen

Staff are aware that there is a known risk of false allegations by a pupil if it is an invasive procedure.

At Highwood it is best practice from a health and safety and safeguarding perspective to have 2 members of staff present. If it is not possible to have two staff members available, and the capacity to manage intimate care the following actions will take place.

The parent/carer will be contacted immediately to come and support with the procedure.

Parents will be made aware following school protocol that male members of staff do change female pupils as long as they have an enhanced DBS with a barred list check.

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

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

### Management Procedural Responsibilities

Staff at Highwood Primary School will:

- Adhere to this policy and to the Individual's Personal Care Plan.
- Discuss a member of the leadership team and parents/carers, any variations from the agreed policy or plan and record such changes.
- Ensure that individual care plans are reviewed regularly with parents/carers, staff and child (if appropriate) and that changes are recorded.
- Use and encourage appropriate language between themselves and children at all times.
- Carry out regular checks that all accessories such as changing mat, fresh nappies, wipes, cream and spare clothes are always available and stored in an accessible place close to the nappy changing area.
- Ensure that 2 members of staff are present wherever possible.
- Ensure that soiled nappies, wipes etc. are disposed of hygienically.
- Encourage appropriate behaviour by other children and adults at all times
- Staff to record after each intimate care activity in the intimate care folder. Following details to be recorded: Date /Time /Adult (this could be parent/carer) who carried out the activity and what action was taken.

### Nappy Changing Procedure

- Make other staff aware of intimate and personal care tasks being undertaken.
- Explain to the child what happening i.e. is that they are going to have their nappy changed
- Wear surgical gloves.
- If possible (and appropriate), ensure that toilet doors are closed, and screens are pulled over when the nappy is being changed.
- Encourage the child to be as independent as possible.
- Discourage other children from spectating.

- Check that the changing area is left clean and sanitised.

## **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 Early Years Progress Phase Leader.

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 by the Full governing Body annually. At every review, the policy will be approved by the governing board. The school team will review the individual care plan twice a year or sooner.

## **7. Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- 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	

This plan will be reviewed twice a year or sooner.

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	



