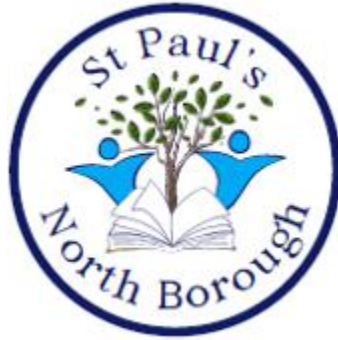


# St Paul's Infant School



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## Intimate Care Policy 2024-2025

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Member of Staff Responsible	Mrs S Aldridge and Mrs R Forrest
Position	Head of School SENCO and Assistant Head of School
Dated	November 24
Date of next review	November 25

## St Paul's Infant School

### Policy for Intimate Care

#### **Introduction**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.  
(In such cases see individual health and care plan or RISK assessment)

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

#### **Intimate Care Policy for St Paul's Infant School**

St Paul's Infant 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. St Paul's Infant School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

#### **Mandatory Procedures**

- All staff will already have enhanced CRB clearance.
- Staff undertaking personal care and the more complex clinical tasks should always act in accordance with the policy.
- Staff will have received training before undertaking any of the tasks detailed in the care plan.
- This policy must be read in conjunction with the School's protocols for administering medication, safe storage of medication and all other relevant policies and procedures.

### **Our approach to best practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Any child with intimate care needs will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

***Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.***

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will be cared for by the same adult on a regular basis. Ideally, staff should only care intimately for an individual of the same sex. However, at St Paul's Infant School this principle may be waived due to the lack of male staff and where failure to provide appropriate care would result in negligence. Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety) and are fully aware of best practice.

Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's Care Plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **Washing, dressing, toileting.**

At St Paul's Infant School we encourage and support all pupils to conduct their own self-care as much as possible. It must not be undertaken by staff because they feel it is quicker or more convenient.

### **The Protection of Children**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) is resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Inter - Agency Child Protection Procedures for details).

### **Children Wearing Nappies**

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

### **Health & Safety Guidance - When a child has had an accident**

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in the nappy bin in the disabled toilet. This bin should be collected regularly. Staff should be aware of the School's Health and Safety Policy.

When a child has an accident and needs changing, as much as possible, the child is encouraged to change themselves. They will use the class toilet areas and a Teaching Assistant/Class Teacher or Midday Meal Supervisor will hand them over the clothes to change into. The wet clothes will then be placed in a sealed bag for the child to take home at the end of the day.

If the child soils themselves then they are encouraged to clean themselves as much as possible. The child will change within the toilet and the adult present outside to encourage and support where needed. If this is as a result of illness the parents will collect the child. Should a child regularly soil as a result of a medical condition or current medicine than a Care Plan will be devised. Parents are encouraged to provide wipes for the children to clean themselves.

School staff will report the accident to parents via class DOJO.

### **Special Needs**

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan. If necessary a Risk Assessment will also be undertaken to ensure that all eventualities have been considered and planned for. This will be shared with parents and class teachers.

### **Equal Opportunities**

All religious views and wishes of all children are respected at St Paul's Infant School. Staff are aware that some children may have to remain covered or need to wash in running water.

All children will be treated according to their need and their gender.

## **Physical Contact**

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact.

Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny. The expectation is that when staff make physical contact with pupils it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

Extra caution may be needed where a child has previously suffered abuse or neglect.

Less careful behaviour may lead to staff being vulnerable to allegations of abuse.

Many such children are needy and seek out inappropriate physical contact. In such circumstances staff should deter the child, seek witnesses and document and report the incident.

## **Pupils in Distress**

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation. At St Paul's Infant School we are a caring school and we will cuddle a child who is distressed.

### **First Aid and Intimate Care**

Staff who administer first aid should ensure that they administer the care at the First Aid station in the corridor. The pupil's dignity must be considered at all times. Where the accident is of a more intimate nature another member of staff should be in the vicinity and should be made aware of the task being undertaken. A second adult will be present if a child has to remove their skirts/trousers/underwear to show an injury, this will be done in the toilet cloakrooms. All accidents are recorded in the school office and notification of the event sent from the class teacher to the parent via DOJO.

Should you have any concerns regarding intimate care please seek advice from a Member of the Senior Leadership Team.

**Appendix One:**

Parental Permission for Staff to Provide Intimate Care

I understand that:

- I give permission for Staff at St Paul's to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting;
- I will advise the head teacher of any medical reason my child may have which affects issues of intimate care
- I understand that the intimate care provided for my child at St Paul's will be given by familiar members of staff .
- I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.

Parent/Carer Name:

\_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child:

\_\_\_\_\_

Date: \_\_\_\_\_

Child's Name:

\_\_\_\_\_

Class: \_\_\_\_\_

Date of birth:

\_\_\_\_\_

Address and contact details:



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Appendix 2:

Toilet Management Plan -Agreement between Staff and Child

Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Support staff name(s): \_\_\_\_\_

Support Staff /Class teacher

As the person helping you in the toilet you can expect me to do the following:

- I will stop what I am doing to help you in the toilet as soon as you ask me;
- I will avoid all unnecessary delays;
- When you use our emergency agreed signal, I will stop what I am doing and come and help;
  - I will treat you with respect and ensure privacy and dignity at all times;
  - I will ask permission before touching you or your clothing; • I will check that you are as comfortable as possible, both physically and emotionally;
  - If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you;
- I will look and listen carefully if there is something you would like to change about your Toilet.

Child

As the child who needs help in the toilet you can expect me to do the following

- I will try, whenever possible to let you know a few minutes in advance, that I need to go to the toilet, so that you can come and help me;
- I will try to use the toilet at break time or at the agreed times;
- I will only use the agreed emergency signal for real emergencies;

- I will tell you if I want you to stay in the room or stay with me in the toilet;
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed;
- I will work with you to practice the things I need to do to become more independent in using the toilet.

We will review this agreement on: \_\_\_\_\_

Signed: \_\_\_\_\_ Child (if appropriate):

\_\_\_\_\_ Support staff / CT involved:

\_\_\_\_\_

Date: \_\_\_\_\_

Appendix 3:

Intimate Care Plan

Child's Name:

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Date of Birth:

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Name of Support Staff/CT Involved:

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Area of Need:

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Equipment Required:

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Location of Suitable Facilities:

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Frequency of Support:

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Other details:

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Working towards Independence

The child will try to:

Staff assisting will support by:

Review date:

Agreed and signed: Parents/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

Child (if appropriate) \_\_\_\_\_ Date:

\_\_\_\_\_

Staff involved \_\_\_\_\_ Date:

\_\_\_\_\_

Inclusion Manager \_\_\_\_\_ Date:

\_\_\_\_\_