

# Intimate Care Policy



## Governing Body

<b>Lead Person</b>	<b>Pauline Thomas – Deputy Headteacher and SENDCO</b>
<b>Link Governor/Chair of Committee</b>	<b>Chris Tongeman – Chair of Governors</b>
<b>Committee</b>	<b>Full Governing Body</b>
<b>Date Reviewed (incl. signature of Link Governor/Chair)</b>	<b>February 2023</b>
<b>Date Ratified (incl. signature of Chair of Governors)</b>	<b>March 2023</b>
<b>Next review date</b>	<b>March 2025</b>

**Chris Tongeman**

**David Winn**



## Intimate Care Policy

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### **Holy Trinity Church of England Primary School Mission Statement:**

*Every one of our children is unique and special. We are committed to providing an exceptional learning experience for each child in our Holy Trinity family.*

*We strive to enable our children to acquire the knowledge, skills and characteristics they need to be successful in the wider world.*

*At Holy Trinity, we serve our community with compassion, empathy and kindness in all that we do.*

### **Introduction**

At Holy Trinity C of E Primary School we recognise that all children develop at different ages and developmental stages during their time at school.

With the development of more early years' education and the drive towards inclusion, however, there are many more children in mainstream educational establishments who are not fully independent. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence.

The achievement of continence can be seen as the most important single self-help skill that increases self-esteem, confidence, independence and the person's quality of life. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned.

Difficulties with continence can severely inhibit a child's inclusion in school and the wider community. Children with toileting challenges who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential.

We are committed to ensuring that all children are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our children where necessary.

### **1. Aims**

All children have the right to be safe, treated with courtesy, dignity, and respect and to be able to access all aspects of the educational curriculum at Holy Trinity C of E Primary School will work in accordance with the Equalities Act 2010:

- We will ensure that children who are challenged with continence difficulties are not discriminated against.
- We will provide help and support to children in becoming fully independent in personal hygiene
- We will treat continence issues sensitively so that each child grows in confidence and self-esteem.
- We will Work with parents and carers in delivering a suitable care plan where necessary

- to ensure that staff dealing with continence issues work within guidelines that protect themselves and the children involved (link to Health and Safety Policy and Safeguarding and Child Protection Policy)

## **2. Child Focused Principles of Intimate Care**

The following are the fundamental principles upon which the Policy and Guidelines are based:

- 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.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has 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 as consistent as possible.

## **3. Definition**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their age and understanding; physical difficulties or other special needs.

Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of children involved in intimate self-care

## **4. Best Practice**

Childs who require regular assistance with intimate care have written Personal Learning Plans (PLP), health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.

The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips. Where relevant, it is good practice to agree with the child and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

Where a care plan or PLP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone or by sealed letter, not through the home/school diary.

Accurate records should be kept when a child requires assistance with intimate care, in a format agreed with parents/carers. These can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case. These records will be available to parents/carers on request.

All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual child to do as much for his/herself as possible. Staff who provide intimate care are trained in personal care (eg health and safety training in moving and handling) according to the needs of the child. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves, masks and aprons where appropriate.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. There must be careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate process.

Staff who provide intimate care should speak to the child personally by name, explain what they are doing and communicate with all children in a way that reflects their age and understanding. Every child's right to privacy and modesty will be respected. Careful consideration will be given to each child's situation to determine who and how many carers might need to be present when s/he needs help with intimate care.

SEND advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the child's wishes and feelings should be sought and taken into account. An individual member of staff should inform another appropriate adult when they are going alone to assist a child with intimate care.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer. Adults who assist children with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know and in accordance with GDPR. No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

## 5. Children's Needs

The staff work hard to build effective relationships with the parents and carers of the children attending Holy Trinity C of E Primary School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum.

Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted 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.

## 6. Care Plans

Where a child 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 on a daily basis.

The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover
- Where changing will take place
- What resources and equipment will be used (cleansing agents used or cream to be applied?) 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/carers
- 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

## **7. Care Plan Agreements**

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 expectations 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 setting/school
- providing the setting/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 setting/school should the child have any marks/rash
- agreeing to a 'minimum change' policy i.e. the setting/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 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 review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

## **8. Personal Care Procedures**

The staff at Holy Trinity C of E Primary School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any child within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

## **9. Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

## **10. Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school.

If there is known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised. Wherever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy: 'Dealing with Allegations of Abuse against Members of Staff and Volunteers.'

It should not be discussed with any other members of staff or the member of staff the allegation relates to. Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.

## **11. Monitoring Arrangements**

This policy will be reviewed every two years by Pauline Thomas, Deputy Headteacher and SENCO. At every review, it will be approved by the full governing board.

## **12. Links to Other Policies**

This policy links to our policies on:

- Accessibility Plan
- Attendance and Punctuality Policy
- Equality and Inclusion Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- SEND Policy

## Appendix A

### Holy Trinity Church of England Primary School

#### Intimate Care Plan

<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>Where changing will take place:</b>	
<b>What resources and equipment will be used:</b>	
<b>Who will provide the resources and equipment that will be used:</b>	
<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>	

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.*

Signed by SENDCO: \_\_\_\_\_

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

## Appendix B

### **Holy Trinity Church of England 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 setting/school
- I will provide the setting/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 setting/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 Holy Trinity Church of England Primary School will follow the 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 diarrhea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do Not Enter' sign (visually illustrated) 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, mask and aprons while dealing with the incident.
- Soiled continence product used to be double wrapped, or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health and Safety Executive's limit.
- Changing area to be cleaned and sanitised after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands.

<b>Policy Adoption, Monitoring and Review</b>
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This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education, September 2020'

Policy Adopted by Governors in: July 2021

Signature (Chair of governors):

A handwritten signature in black ink, appearing to read 'Alan Taylor', written over a horizontal line.

Policy Due for Review: July 2023