

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST

ST JOHN RIGBY PRIMARY SCHOOL

God's will be done through work and play, as we follow Jesus day by day



Intimate Care Policy

Status: within Safeguarding & Child Protection
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1. WHAT ARE OUR KEY PRINCIPLES AND AIMS?

John Rigby is a community based upon the strong Catholic values of Faith, Hope, Forgiveness, Love and Trust. The ethos of our school is that it promotes inclusion and the valuing of each individual, encouraging self-esteem, self-discipline, and mutual respect.

Our mission statement lies at the heart of all we do and underpins our overarching core aims:



- To ensure **God's will** is achieved by empowering our children to develop as happy, safe, confident and successful learners who are able to make informed choices that are in their own and others best interests.
- To enable children to **work** with a joy and love for learning, acquiring the knowledge, skills and behaviours needed to make a positive contribution to society.
- To enable children to **play** with an inquisitive and exploratory mind as they imagine, collaborate and create. They will take ownership of their learning journey and know that limitations are also opportunities for growth, showing courage to sometimes be wrong.
- To inspire children to grow, **day by day**, in their knowledge and understanding of the virtues to live by, reflecting our Gospel values of Faith, Hope, Forgiveness, Love, and Trust, whilst continuing to flourish and discover their unique God given potential.

St John Rigby is committed to safeguarding and promoting the wellbeing of all our children and, with this in mind, this Intimate Care Policy has been developed to safeguard children and staff, and ensure good practice is followed at all times.

The purpose of this Intimate Care Policy is to:

- Safeguard the rights and promote the wellbeing of pupils
- Ensure pupils with intimate care needs receive dignified and respectful treatment
- Provide guidance and reassurance to staff carrying out intimate care procedures
- Assure parents/carers that their children's needs are being met and that their child's right to privacy is respected

The following principles underpin this policy:

- Promoting pupil dignity, privacy, choice, and safety
- Working in partnership with parents/carers
- Ensuring appropriate physical contact and maintaining professional boundaries
- Adhering to safeguarding procedures and the school's code of conduct
- Respecting the pupil's right to feel secure and retain as much independence as possible

We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

This policy aims to ensure that:

- Intimate Care procedures safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Guidance and reassurance are provided to staff whose duties may include intimate care.
- Parents and carers are assured that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- We remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act

This policy should, therefore, be read in conjunction with the Safeguarding & Child Protection Policy and applied considering the specific intimate care needs of pupils at our school and how these policies help us meet those needs in a safe and appropriate manner.

2. WHAT IS INTIMATE CARE?

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves.

In addition, some children may need help with dressing/undressing or using the toilet.

Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This policy applies to all staff involved in the intimate care of pupils, including teachers, teaching assistants, midday supervisors, and any other support staff.

It covers the following areas of intimate care, but is not limited to:

- Toileting and personal hygiene
- Changing of soiled/wet clothing
- Supporting pupils with medical conditions or intimate first aid.

3. WHAT ARE OUR COLLECTIVE ROLES & RESPONSIBILITIES?

The Headteacher will:

- Ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks e.g. an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.
- Establish policy and procedures in line with legislation and statutory guidance, ensuring that this policy is monitored and reviewed at least every two years.

The SENCO will:

- Ensure sufficient staff are trained to meet the needs of their learners.
- Work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.
- Where specific intimate care is required, they will work with parents/carers (and the child, where possible) to draw up an individual intimate care plan appropriate to the circumstances of the child.
- Ensure that only those staff named on the individual care plan will be involved in providing support with intimate care to a learner.

Staff who provide intimate care will:

- Maintain confidentiality at all times, being respectful and preserving the dignity of the child requiring support.
- Follow the guidance and procedures within this policy.
- Reassure any child requiring intimate care and listen to concerns or if they feel uncomfortable at any time.
- Act according to the safeguarding policy and procedures if there are any concerns for the child's wellbeing.

Parents/Carers will:

- Ensure they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- Work with the school towards their child achieving the maximum possible level of independence at home.
- Work with school to develop and agree a care plan, ensuring that school always has the required equipment available for their child's intimate care or toileting needs.
- Encourage their child to always let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time
- Ensure that school always has up to date emergency contact details.

4. WHAT IS OUR APPROACH TO BEST PRACTICE?

In the first instance, all intimate care procedures will be carried out by two members of staff. Where this is not possible, due to staffing issues, one member of staff may carry out intimate care but another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Where there is known risk of false allegation or if it is an invasive procedure, two members of staff **MUST** be present during all intimate care procedures.

When carrying out procedures, the school will provide staff with: Gloves, wipes, nappy bags, hand sanitizer.

The child who requires intimate care will be treated with respect at all times; the child's welfare and dignity are of paramount importance.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week'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/carers at the end of the day.

4.1. Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form (see Appendix 1 – Intimate Care 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/carers (see section 4.2 below).

Where there is not an intimate care plan or no 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/carers 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/carers afterwards.

4.2 Children with Identified Intimate Care Needs

The support for all children with intimate care needs will be carefully planned and we will work with parents/carers of a child who requires regular intimate care to establish a preferred procedure for supporting the child. An intimate care plan (see Appendix 2 – Individual Intimate Care Plan) will be created in discussion with parents/carers (see section below).

Only those staff named on the individual care plan will be involved in providing support with intimate care to a child. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

When any intimate care is carried out on children with individual care plans, a written record will be kept (see Appendix 3 – Intimate Care Plan Record). This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

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

Creating Individual Intimate Care Plans

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

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately. The needs and wishes of children and parents/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Subject to their age and understanding, the preferences of the child will also be considered. If there is doubt as to whether the child is able to make an informed choice, their parents/carers will be consulted. The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

All information concerning intimate care procedures is recorded and stored securely, in line with the school's GDPR Policy.

4.3 Care for Intimate First Aid or Following Toileting Accidents

Staff members who are known to the child will take on the responsibility for administering intimate first aid or for changing children following a toileting accident.

The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability.

Parental permission will always be sought before performing any intimate care procedure. However, if school is unable to get in touch with parents/carer, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

If required, the child will be provided with clean clothes, which will be discreetly returned to parents/carers along with a record of intimate care (see Appendix 4: Incident of Intimate Care).

4.4 Information Sharing

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed

4.5. Staff Responsible for Intimate Care

Any staff who may carry out intimate care will have this set out specifically in their job description or under direction of the Headteacher as any other task deemed reasonable. This includes teachers and learning support assistants.

No other staff member, unless agreed by the headteacher, 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

Staff who provide specific intimate care will receive training in the specific types of intimate care they undertake. Where procedures may require more specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.

All staff involved in intimate care will also receive training on:

- Safeguarding,
- Manual Handling, where necessary

They will be familiar with:

- Best practice within this policy and be encouraged to seek further advice as needed
- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

5. HOW WILL CHILDREN BE SAFEGUARDED?

This policy complies with [statutory safeguarding guidance](#) and all staff will follow the school's Safeguarding Policy.

If a member of staff carrying out intimate care has concerns about physical changes in a child's presentation (e.g. marks, bruises, soreness), they will immediately 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 a designated safeguarding lead.

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) are 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, 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. WHAT HEALTH & SAFETY PROCEDURES SHOULD BE FOLLOWED?

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled.

Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. It can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste.

Staff should be aware of the school's Health and Safety Policy.

6.1 Health and Safety Guidelines for Changing Children

- If possible, children should be changed standing up or using a variable height changing table to avoid staff lifting children.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents/carers). They must not be shared.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag in the bin.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record.

7. HOW DO WE REVIEW AND MONITOR THIS POLICY?

Governors of the Local Academy Committee will review this policy every two years.

Governor may, however, review the policy earlier than this, if the government introduces new regulations, or if the school or committee receives recommendations on how the policy might be improved.

8. WHAT KEY INFORMATION SUPPORTS THIS POLICY?

This policy has been written in line with the Keeping Children Safe in Education and Equalities Act 2010. Guidance and information has also been sought from the Bladder & Bowel UK and ERIC, The Children's Bowel & Bladder Charity (2019)

This policy also links to the following policies and procedures:

- Accessibility Plan
- Child Protection and Safeguarding Policy
- EYFS Policy
- First Aid Policy
- Health and Safety
- SEND & Inclusion Policy
- Supporting Pupils with Medical Conditions Policy

See Attached: Appendix 1: Parental Consent Form for Intimate Care
Appendix 2: Individual Intimate Care Plan
Appendix 3: Intimate Care Plan Record
Appendix 4: Incident of Intimate Care



Parental Consent Form for Intimate Care

PUPIL DETAILS

Name of Child:

Date of Birth:

Name of Parent/Carer:

Parent/Carer Emergency Contact Details:

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)

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)

I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns

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).

Instead, the school will contact me on my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).

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.

I understand that I will need to support the school by providing necessary resources, such as nappies, wipes, underwear and/or a spare set of clothing.

Parent/carer signature

Name of parent/carer

Relationship to child

Date

APPENDIX 2:



Individual Intimate Care Plan

Name of Child

Name of Parent/Carer

Relationship to Child

Emergency Contact Number

Type of intimate care needed

Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan

Details of Individual Intimate Care Plan

How often care 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

Staff team responsible for the Intimate Care

What training staff will need to be given

Signature of Senior Member of Staff:

Date:

PARENTS/CARERS

What resources will be provided by parents/carers

Any information or special considerations that need to be noted

Signature of Parent/Carer:

Date:

CHILD (if appropriate)

How many members of staff would you like to help?

Do you mind having a chat when you are being changed or washed?

Is there anything you want us to know that would make you feel more comfortable?

Signature of child

Date:

This plan will be reviewed twice a year, or sooner if there are changes to need.

Next review date:

To be reviewed by:

Incident of Intimate Care/Changing Record



Name of Child:

Name of Parent/Carer:

Emergency Contact Number:

Record to be completed after each 'intimate care' or changing activity - copy should be sent parents/carers

Details of Intimate Care Provided

Date:

Location:

Adult(s) providing intimate care

Any other adult present

Reason Intimate care required and actions taken

Items of soiled/wet clothing being sent home

How have parents/carers now been informed?

Was parental consent given prior to intimate care?

If not, why not?

Other comments to note

Signed by: