



Intimate care policy

Contents

1. Aims	1
2. Legislation and statutory guidance	1
3. SEND and medical	1
4. EYFS.....	2
5. Intimate care procedures	3
6. Monitoring arrangements.....	4
7. Links with other policies.....	4
7. Appendix.....	4

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 every child are safeguarded
- › Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- › Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child 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 that 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. SEND and medical

At Royton Hall we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents/carers to support the child towards independent toilet training.

Staff who work with young children or children who have special educational needs or have medical needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Royton Hall work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise 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.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

If a child should require intimate care and has special educational needs or medical needs, a care plan will be agreed upon with parents and consent will be obtained.

4. EYFS

We meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of every child.

Parental Partnership

At Royton Hall Primary School we believe that parent/carer involvement is a necessary contribution to help a child develop their continence.

We ask that all children have a change of clothes in school to help changing be as efficient as possible. Adults will change children for odd 'accidents' but not routinely as part of day-to-day personal care. If children soil themselves we can help them change out of dirty clothing but will not 'wipe' them clean. If children are unable to clean themselves then a parent will be called to do this.

Teaching and support staff will not be expected to undertake tasks associated with changing children who are incontinent, except under exceptional circumstances, such as when the child is clearly unwell or if they are on a continence related medical care plan. This ensures we safeguard our staff and comply with safeguarding procedures.

We will treat all incidents of soiling with dignity and respect for the child. Parents should always be informed at the end of the day (or via a phone call) if a child has wet him/herself.

Children who regularly have accidents may require a parent/carer when possible to support their child's toileting needs by visiting the school at suitable times to change their child. This will be discussed in regular meetings with parents/carers.

If there is further concern that delayed continence may be linked to delays with other aspects of the child's development, this will be sensitively discussed with parents/carers and other agencies with an aim to planning a specific learning programme.

5. Intimate care procedures

5.1 How procedures will happen

Procedures will be carried out in facility rooms where there is a toilet and space to change. Where appropriate, two members of staff present and when carrying out procedures, the school will provide staff with: protective gloves, cleaning supplies, changing mats and bins.

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.

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 DSL.

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.

5.3 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.

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 4.4 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/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.

5.4 Creating an intimate care plan

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.

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/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.

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

5.5 Sharing information

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.

5.6 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes teaching assistants. 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.

5.7 How staff will be trained

Staff will receive:

- › Training in the specific types of intimate care they undertake
- › Regular safeguarding training

- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as 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

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

6. Monitoring arrangements

This policy will be reviewed by the SENDCo. At every review, the policy will be approved by (the governing board and the headteacher) every year.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- SEND
- Medicine in Schools
- Early Years Policy

8. Appendix

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	

PARENTS/CARERS

Name of senior member of staff responsible for making sure 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

Parental consent

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 my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be washed and changed in case of a toileting accident.</p> <p>Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed.</p> <p>I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child to ensure comfort and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	