



Gardners Lane &
Oakwood Federation

**OAKWOOD PRIMARY
SCHOOL**

Intimate Care Policy

Approved Sept 26

Review Sept 28

Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child 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. The issue of intimate care is a sensitive one and requires 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 will always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with colleagues, parents and guardians to provide continuity of care to children/young people wherever possible. The following policy is a model based on best practice.

Aims of this Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. The aim being to safeguard children, parents, staff and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

Approach to Best Practice

Oakwood Primary 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. 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 themselves as they can. This may mean, for example giving the child responsibility for washing and dressing 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 and personal/intimate needs to determine how many carers might need to be present when a child is attended to. However, at least two adults should be in attendance unless stated otherwise in the child's intimate care plan signed by parents. Wherever possible the same child will not be cared for by the same adult(s) on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. Intimate care arrangements will be discussed with parents 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.

The Protection of Children

Oakwood Primary School's Safeguarding Procedure along with the South West 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 staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school procedures. If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed. (See Oakwood Primary School's Safeguarding Policy for further information). All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks with a Barred List check will be in place to ensure the safety of the children. Supply staff may attend as the second adult but will not be involved in the procedure. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

Children Wearing Nappies / Pull ups

Any child wearing nappies will have an intimate care plan which must be signed by the parent/guardian. 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 and Safety Guidance

Staff should always wear an apron and disposable gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene nappy bag and sealed. The bag should then be placed in the nappy bin, specifically designed for such waste. This bin should be regularly emptied into the nappy bin. It is then disposed as clinical waste. Any requests from the parents/guardians/GP for use of medical ointments/creams must be requested in writing, and be clearly labelled with the child's name. These should not be shared between other children and should be stored in a secure facility.

Special Needs

Children with Special Educational Needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability of 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.

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 children 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.

Appendix A

Record of intimate care

[illegible]

Appendix B

Individual intimate care plan

Child's name	
Date of birth	
Emergency contact number	
Identified need	
Resources provided by parent/carer	
Resources provided by school	
Action to be taken	
Regular staff involved	
Additional information	
Signatures of parents/carers	
Signatures of school staff named above	
Signature of school nurse/health professional (if appropriate)	
Date of plan	
Review date	

Appendix C

OAKWOOD PRIMARY SCHOOL

Intimate care parental agreement

There are times at school when your child may well have a toileting accident. To enable school to deal with these incidents in the most appropriate way please complete this form and return to school.

Child's name _____

I am fully aware of the School's Intimate Care Policy and procedures and my right to choose whether to allow the setting staff to change my child using the agreed policy or to be contacted by the school to change my own child whenever required.

Please tick all that apply;

☐ I give permission for my child's personal care needs to be undertaken by a member of staff.

☐ I wish to be contacted by the school whenever my child needs changing and will come and into school and change them or collect them and change at home.

Parent/carer name _____

Parent/carer signature _____