



# Leverstock Green CE (VC) Primary School

Striving for excellence; caring for the individual.

## INTIMATE CARE POLICY

Leverstock Green CofE (VC) Primary School

### Policy Review

This policy will be reviewed in full by the Governing Body every four years.

The policy was last reviewed and agreed by the Governing Body on 24<sup>th</sup> May 2023.

It is due for review in May 2027.

Signature .....  .....

Date 24/5/23 .....

Head Teacher

Signature .....  .....

Date 24/5/23 .....

Chair of Governors



## INTIMATE CARE POLICY

### 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, and this will form part of a separate individual care plan.

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 and all staff have enhanced DBS clearance. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to pupils wherever possible.

Leverstock Green 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. 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.

### 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, whether the child has individual needs or a one off 'accident'.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) 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 taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

The child 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. There are currently no regulations which stipulate a second member of staff must be present, although it is good practice for a second member of staff to be aware that intimate care is being given.



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Wherever possible the same child will be cared for by an adult with whom they are familiar; ideally there will be a number of adults (learning supports assistants, midday supervisors, etc.) known to the child who will provide care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers. We recognise that any child can have an accident, especially the younger children, and therefore all parents are asked to sign the agreement on admission into the early years (Appendix A).

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence; for example, female staff supporting boys rather than delay care.

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.

## Children wearing nappies

We are an inclusive school and strive to meet the needs of all our learners, including those who wear nappies. We will work closely with parents/carers to ensure their children's needs are met within the constraints of our setting.

We will use a note book to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task. This provides reassurance for parents and carers that systems are in place and that we have implemented procedures for staff to follow.

## Equipment Provision

Parents/carers have an essential role to play when their child is still wearing nappies. The parent/carer must provide nappies, disposal bags, wipes, cream, changing mat etc. and parents/carers will be made aware of this responsibility. School will provide gloves, plastic aprons, a bin and liners to dispose of any waste. Spare clothing in case of accidents will be available in Early Years. In Y1 and above, children will have their own PE kits if an emergency change of clothing is required.

## Health and Safety

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. 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. The bin should be emptied on a daily basis and 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.

## First Aid and intimate care

Staff who administer first aid should ensure wherever possible that another adult or other children are present. 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.

Regular requirements of an intimate nature should be planned for. Agreements between the school and those with parental responsibility for the child concerned should be documented and easily



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understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.



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## APPENDIX A

### INTIMATE CARE POLICY PARENT/CARER AGREEMENT FORM

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.

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 pupils wherever possible.

Leverstock Green 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. Leverstock Green 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.

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

The child 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.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a number of adults known to the child who will take turns in providing care.

Wherever possible, staff should only care intimately for an individual of the same sex.

Leverstock Green School has introduced a note book to record who changes a child's nappy, how often this task is carried out and the time they left/returned to the classroom following this task.

Parents have a role to play when their child is still wearing nappies. The parent must provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this responsibility. Schools will provide gloves, plastic aprons, a bin and liners to dispose of any waste.

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

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## INTIMATE CARE POLICY PARENT/CARER AGREEMENT FORM

I agree to support the Intimate Care Policy and practice of Leverstock Green Primary School.

Child's name .....

Signature of Parent / Carer .....

Print Name .....

Date .....

Signature of School Representative .....

Print Name .....

Position .....

Date .....