



Whitmore Park Primary School

Intimate Care Policy

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Approved by Chair of Governors:	Karl Miles and Rosella Brennan	Date:	November 2023
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Contents

1. Aims	2
2. Legislation and statutory guidance	2
3. Role of parents/carers	2
4. Role of staff.....	3
5. Intimate care procedures.....	3
6. Monitoring arrangements.....	4
7. Links with other policies.....	4
Appendix 1: Intimate care plan.....	5
Appendix 2: Parent/carer consent form.....	6
Appendix 3: template personal hygiene record	7
Appendix 4: Nappy changing procedure.....	8

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 children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- There is a clear procedure for intimate care and information is shared with staff and parents
- 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. Role of parents/carers

3.1 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.

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 3.2).

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.

3.2 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 (when 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.

3.3 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.

4. Role of staff

4.1 Which staff are responsible

Staff working in Early Years, for children who require routine or occasional intimate care (e.g. for toileting or toileting accidents).

Staff who are named on pupil's individual care plan for children with more complex needs.

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.

4.2 How staff will be trained

Staff will receive:

- › The Intimate Care Policy (containing a Personal Hygiene Record – Appendix 3)
- › Nappy Changing Procedures (Appendix 4 of Intimate Care Policy)
- › Regular safeguarding training
- › If necessary, manual handling training

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

5. Intimate care procedures

5.1 How procedures will happen

Although, it is recognised as best practice to have 2 members of staff present, this may not always be possible, due to the need to fulfill staffing ratio requirements and health and safety responsibilities for other children in class.

An individual member of staff should inform another appropriate adult when they are going to assist a pupil with intimate care.

An Early Years Personal Hygiene Record sheet (see Appendix 3) must be completed with details of the names of staff and any relevant notes.

Procedures will be carried out in the designated Changing areas in Nursery and Reception classes. Children will be encouraged to care for themselves as far as possible.

When carrying out procedures, the school will provide staff with:

- Protective gloves and aprons, masks are available if required
- Changing facilities
- Cleaning supplies
- Medical waste 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 Nursery Lead/Early Years Lead to seek first aid where appropriate and inform the parent/carer.

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. Monitoring arrangements

This policy will be reviewed by the Early Years Leader and SEND/Inclusion Leader on an annual basis, or more frequently where any issues arise. At every review, the policy will be approved by the Headteacher and Governing Body.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

Appendix 1: 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	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed annually or more frequently if required.

Next review date:

To be reviewed by: Early Years Lead & SEND/Inclusion Lead

Appendix 2: Parent/carer consent form

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 if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>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).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>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.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Appendix 4: Nappy Changing Procedure

Should a child require regular nappy changing the following procedure will be followed and parental consent is required.

- Wipe the mat with antibacterial spray and paper towel
- Assemble items that will be required (nappy sack, wipes, cream, nappy etc.)
- Lay child on mat
- Put on disposable gloves and apron (masks are available if required)
- Remove soiled nappy and clean as required
- Dispose of soiled nappy in nappy sack that was previously prepared. Place in appropriate bin
- Remove gloves after disposing of nappy and cleaning bottom
- Wearing fresh gloves, put on clean nappy, using cream if provided by parent/carer
- Clean changing area using an anti-bacterial spray
- Wash hands
- Complete the Nappy Changing Record in the EYFS area

Please liaise with the office if supplies of nappies, wipes, masks etc. is getting short as they can contact parents in good time to maintain adequate stock.

All stock to be clearly labelled as to the child it is supplied for.