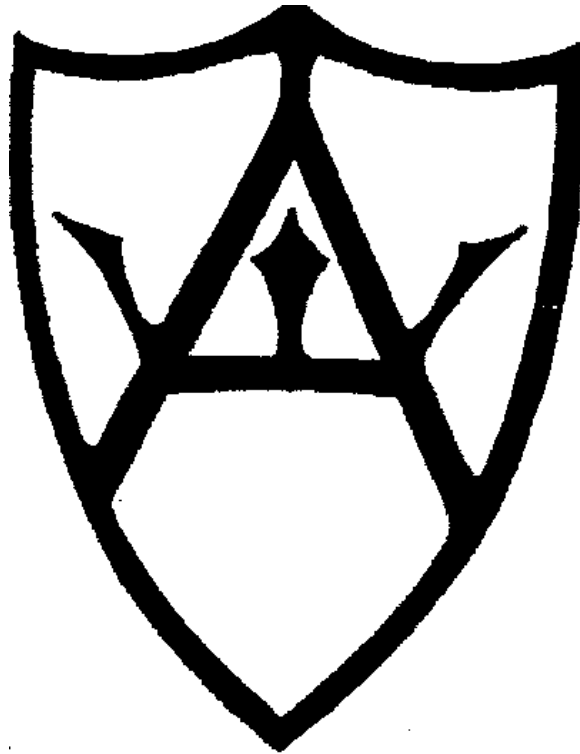


# Alfriston School



# Intimate Care Policy

September 2023

At Alfriston Primary School we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

**Definition**

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that requires direct or indirect contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled themselves or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

**Expectations**

Prior to starting at Alfriston Primary School parents/carers will be reminded of the school's expectation that pupils should be toilet trained before they start school. This policy will be shared in the induction pack as well as during parents' welcome meeting in school. If a child is not fully toilet trained before starting school, the parents/carers must inform the school, a discussion/meeting will then be arranged prior to them starting and if necessary an intimate care plan put in place. It is essential that parents/carers recognise they are responsible for any training / changing routines for their child. School is not responsible for toilet training a child.

**Practicalities**

We recognise that from time to time some children will have accidents and need intimate care. In addition to this, children and young people with disabilities and medical conditions are included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. As they progress through school they are encouraged to use the toilet at specific times if possible, though allowances are made for children who cannot manage this. Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

As a small school we have only one set of children's toilets.

**Role of School/Staff**

If a child soils themselves at school, a member of staff will take them to the medical room or children's toilets.

Where possible children will be supported with guidance from a member of staff to change/clean themselves. For children who are unable to do this a member of staff will do this for them (the child will be encouraged to help if they are able to do so).

Children will be changed standing up.

Soiled clothes will be wrapped in a plastic bag to give to parents to take home at the end of the day.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff will telephone the parent/carer. In the event a child refuses to accept intimate care, the parent/carer will be contacted immediately. Our intention is that the child will never be left in soiled clothing, and as soon as a member of staff is aware of the situation, they will clean the child. The child will experience only positive encouragement and praise for their efforts to manage toileting. Staff will avoid drawing attention to such events and positively encourage the child in their efforts to gain these skills.

There may be occasions when staff will make the child as comfortable and clean as possible but parents may still be required to come and take the child home if the soiling indicates that the child has a stomach bug, if the child has vomited or if further cleaning may be required e.g. bath or shower.

The management of all children with intimate care needs is carefully planned.

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

During care routines children should be talked to about what is happening to enable them to anticipate, understand and participate in care procedure.

Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

Intimate care plans will be drawn up for any pupil requiring regular intimate care.

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one child will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented. There will always be a second adult in the vicinity who would have been made aware of the task being undertaken.

Intimate care arrangements will be discussed with parents/carers.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

### **Role of Parent/Carer**

Parents/carers should ensure their child is changed at the latest possible time before being brought to school.

Where a child has an intimate care need, parents must provide their child with a full change of clothes, spare underwear/nappies/pull-ups, wipes & nappy bags/plastic bags for soiled clothes.

Where a child has a one off accident and does not have a spare set of clothes in school the parent/care will be contacted to bring clothes to the school and the child will wear their PE kit until the arrival of these clothes.

### **Health & Safety**

- Staff should wear PPE (disposable gloves and aprons) while dealing with the incident.
- Soiled nappies to be double wrapped, and placed in the lidded bin in the medical room.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Paper towels available for drying hands.

### **Help and Support**

There is lots of useful information and resources on the ERIC website (The Children's Bowel and Bladder Charity) - <https://www.eric.org.uk>. There are also professionals who can provide additional help and support for parents/carers, this includes the School Health Team and the Children's Bladder and Bowel Service. The school can make referrals to the School Health Team and your GP can refer you to the Children's Bladder and Bowel Service.

### **Legislation**

The Governing Board recognises its duties and responsibilities in relation to the Equalities Act 2010, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

### **Safeguarding**

Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) they will immediately report concerns to the Designated Safeguarding Lead.

If a child makes an allegation about a member of staff, this will be investigated in accordance with the procedures for dealing with allegations against staff. (See Child Protection & Safeguarding Policy)

**Appendix 1**Permission Form for Intimate Care

Dear Parent/Carer

If your child wets or soils themselves whilst they are at school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so, or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Alfriston Primary School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please complete the slip below and return it to the school office as soon as possible.

Yours sincerely

Headteacher

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**Intimate Care Policy**

Name of Child: .....

Class: .....

Please tick as appropriate:

☐ I give consent for my child to be changed and cleaned if they wet/ soil themselves whilst in the care of Alfriston Primary School.

☐ I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer: .....

Date: .....

**Appendix 2**Intimate Care Plan

<b>Child's name</b>	
<b>Date of Birth</b>	
<b>Class</b>	
<b>Describe intimate care needs</b>	
<b>Daily care requirements</b>	
<b>Arrangements for school trips/visits</b>	
<b>Other information</b>	
<b>Staff training needed/undertaken – who, what, when</b>	
<b>Referrals/outside agencies involved</b>	

**Working Towards Independence**

What child will try as they work towards independence and what staff and parent/carer will do to support this.

**Agreed and signed:**

Parent/Carer: ..... Date: .....

Headteacher: ..... Date: .....

Class teacher: ..... Date: .....

**Appendix 3****Record of Intimate Care Intervention**

Child's Name: .....

Class: .....

Date	Time	Procedure	Staff Signature	Second signature