

# St Patrick's Catholic Primary School



## Intimate Care Policy

Date: November 2022

Review Date: November 2024

# St Patrick's Primary School

## Intimate Care Policy

*We strive for excellence within a caring and diverse community, nurturing the Catholic faith, respecting each other, living, working and growing together as part of God's family.*

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### **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 members' duty of care. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure.

St Patrick's Catholic 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. It is recognised that the issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs. The child's dignity will always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues and staff behaviour must be open to scrutiny.

This policy sets out the procedures to be followed when changing a nappy/pad and in the case of a child accidentally wetting or soiling him/herself.

The management of care for all children with intimate care needs is carefully planned. Staff at St Patrick's work in partnership with parents/carers to provide a continuity of care that is appropriate to the needs of the individual child and if necessary, in consultation with parents/carers, will produce an intimate care plan (Appendix 1).

As an inclusive school, we do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is toilet trained or at least working towards this by the time they start school. Parents are made aware that the EYFS team are on hand to offer advice on how to toilet train and may be put into contact with relevant support if this is required. Parents are also asked to keep the school fully informed of any medical condition which requires their child to need a nappy/pad.

### **Our Approach to Best Practice**

Any child requiring intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. No child will be attended to in a way that causes distress or pain.

A child with an intimate care need will be supported to achieve the highest level of autonomy possible given their age and abilities. Each child will be encouraged to do as much for him/herself as he/she can.

In cases where an intimate care plan is deemed necessary, for example for a child wearing nappies/pads, this will take into account the needs of the child and will be produced in consultation with parents/carers (and child if appropriate). Intimate care arrangements will be reviewed at least annually with parents/carers (and child if appropriate), and the plan will be updated accordingly. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

Each child's right to privacy will be respected. Careful consideration will be given to each child's circumstances to determine how many carers might need to be present when a child is toileted. One child will be catered for by one adult, in sight of another adult. The 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.

Staff carrying out these duties will be fully trained beforehand.

Parents/carers are asked to supply in advance the following:

- Spare nappies/pads
- Wipes, creams, nappy sacks etc.
- Spare clothes
- Spare underwear

The intimate care plan will specify the resources to be used and the procedures to be followed, for example, if cream is to be applied.

Parents/carers will be informed when their child has received intimate care and the intimate care record form (Appendix 2/3) will be completed.

### **Safeguarding**

Safeguarding 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, the necessary procedures will be followed.

### **Health & Safety Guidance**

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a designated bin if available, if not it should be placed in the bins situated outside the school. It is not classed as clinical waste.

### **Special Needs**

Children with special needs have the same rights to privacy and safety when receiving intimate care. Any physical disability or learning difficulty must be considered when drawing up an intimate care plan for an individual child. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing an intimate 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 pupils 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 child'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.

Extra caution may be needed where a child has previously suffered abuse or neglect. This may lead to staff being vulnerable to allegations of abuse. Many such children are needy and may seek out inappropriate physical contact. In such circumstances staff should deter the child, seek witnesses and document and report the incident.

### **Monitoring and Review**

It is the responsibility of all relevant staff to follow this policy. The Senior Leadership Team will monitor the implementation of this policy.

This policy will be reviewed bi-annually and will evolve to incorporate renewed legislation/guidelines and the views of all staff concerned.

Date: November 2022

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## **Appendix 1**

### **St Patrick's Catholic Primary School - Intimate Care Plan**

#### **Parent/Guardian:**

- I have read the intimate care policy. I understand and agree the procedures that will be followed when my child is changed or requires intimate care at school.

In the case of a child who is not yet toilet trained:

- I agree to ensure that my child's nappy/pad is changed at the latest possible time before being brought to the school.
- I agree to provide the school with spare nappies/pads, wipes and other materials as applicable.
- I agree to inform the school should the child have any marks/rash in the nappy area.

#### **School:**

- We agree to assist with cleaning and/or changing the child during a single session should the child soil or wet themselves or require any other form of intimate care.
- We agree to inform parents when a child has been changed and/or when any other form of intimate care has been provided. These occasions will be monitored.
- We agree to report should the child be distressed, or if marks/rashes are seen.

Child's Name
Main areas of need:
<p>Intimate care plan:</p> <p><i>Who will change the child?</i></p> <p><i>Where will the child be changed?</i></p> <p><i>What resources will be used?</i></p> <p><i>What procedures will be followed?</i></p> <p><i>Review date:</i></p>
<p>This plan was written by _____</p> <p>Agreed with parents/carers on _____</p> <p>Signed _____ Name: _____</p> <div style="display: flex; justify-content: space-between;"> <span>(Parent)</span> <span>(School staff)</span> </div>

## Appendix 2

Intimate Care Record Form						
Name:				Class:		
Key:                      Nappy changing = NC                      Toilet Support = TS						
Date	Time	Key	Location	Initials		Comments
				Adult 1	Adult 2	

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## Appendix 3

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