



CRADLEY CE PRIMARY SCHOOL

INTIMATE CARE POLICY

Vision Statement: Enriching Lives
Policy written by: Miss L Smith

<u>Dates</u>					
Written	Spring 23				
Reviewed		Spring 24			
Amended					
Next Review	Spring 24	Spring 25			

1. Aims and Intent

This policy aims to ensure that:

Intimate care is carried out properly by staff.

The dignity, rights and wellbeing of children are safeguarded.

Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010

Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.

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 which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Statement of Intent

All staff will have completed an induction procedure which covers this policy and the procedures within it. Regular checks from Management will be made to ensure that all staff are following procedures. Failure to do so will be viewed as a disciplinary offence.

All staff that perform intimate care, toilet duty or nappy changing will hold an enhanced DBS.

In Nursery, staff will be allocated toilet duty in accordance with a specified rota. Students/Cover staff/New staff members will not change children until the children get to know them and are comfortable to go with them.

In Nursery, Admission forms are completed before arrival will give parents/carers an opportunity to discuss toilet routines and how their child likes to be changed and what words are used to refer to intimate body parts. Care plans for children with additional needs will be reviewed termly in Nursery and updated if the need arises.

When a child needs to be changed or the toilet, the staff allocated to toilet duty for that day will let another member of the Nursery staff know that they are taking a child/children into the toilets. The main toilet door is to remain open at all times. No iPads or cameras are allowed in the toilet area whilst children are being changed or going to the toilet.

Parents are to provide nappies, creams and wipes for their child. The Nursery will maintain a daily record of when they have been changed and by whom.

Staff will potty train children in Nursery once parents/carers have started at home. If a child is showing signs of interest, Nursery staff will discuss training with parents/carers. Advice from Health Visitors will be sought if needed.

Older children will be encouraged to use the toilets and wash hands by themselves whilst being sensitively monitored by the member of staff on Toilet Duty. Preschool boys who are independent in toileting will be encouraged to use the boys' toilets. Preschool girls will use the Nursery/Class 1 toilets.

Staff are to use nappy/toilet training as an opportunity to support self-confidence and self-awareness skills and to talk about the importance of washing hands. Pictures and text to guide all processes will be placed in the toilet area to encourage maximum independence and learning time whilst having nappy changed or using the toilet.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

3. Role of parents

3.1 Seeking parental permission.

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to provide consent for this when signing Cradley Nursery's Terms and Conditions.

For children whose needs are more complex or who need support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

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 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 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, the child (when possible) and any relevant health professionals.

The school will work with parents 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 will be consulted.

The plan will be reviewed annually, 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 as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description.

No other staff members can be required to provide intimate care.

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:

Training in the specific types of intimate care they undertake

Regular safeguarding training

If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

The control measures set out in risk assessments carried out by the school

Hygiene and health and safety procedures, including those related to COVID-19

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

5. Intimate care procedures

5.1 How procedures will happen.

Where possible, two members of staff will be present during intimate care procedures. If two members of staff are not available, the member of staff carrying out the intimate care procedure will inform Mrs Jones or Miss Guy for School or Miss Smith or Miss Creek for Nursery.

Procedures will be carried out in the KS1 bathrooms for Nursery and Class One children during the school day. Procedures will be carried out in the disabled bathroom during Breakfast Club and After School Club. ASC?

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

- Aprons
- Gloves
- Clean supplies

- Changing mat
- Bin

For pupils needing routine intimate care, the school expects parents 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 at the end of the day.

5.2 How nappy changing will happen in Nursery.

- When changing a nappy the following guidelines need to be followed at all times.
- All nappies, creams etc. should be ready and to hand before changing the child on the changing mat.
- Once placed on the changing mat, the child is not to be left- unattended. Children should be changed in or near the furthest toilet cubicle to avoid any trips or falls onto the child being changed or in the safest available space if the end cubicle is in use.
- Disposable gloves and aprons must be worn at all times and used only once.
- After changing, nappy, wipes, aprons, gloves and any other items used must be put into a nappy sack before being disposed of in the white nappy bin. All soiled nappies should be double bagged and the bin must be emptied at the end of the day. The bin must be cleaned once a week.
- After each nappy change, the mat should be wiped with an anti-bacterial wipe. Wash your hands with soap and warm water before drying your hands.
- The member of staff on Toilet Duty is to empty the Nappy bins are to be after lunchtime if full and at the end of the day.
- If you notice any rashes or marks on children that are not normally there please inform the Manager or Deputy Manager and record in the Incident/Accident book. This will should to be countersigned by the child's parents or carers at the end of the day.
- Aerosol sprays are not to be used to freshen the room.
- Any spillages are to be cleaned up using an appropriately marked mop in the cleaning cupboard and/or anti-bacterial wipes.
- After a potty has been used, staff to throw contents down the toilet and to use the flush to sluice the potty. Wipe clean with an anti-bacterial wipe and dry. Do not stack potties one on top of the other. Potties are not to be washed in the sinks used for handwashing.

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 Mrs Jones.

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 Lauren Smith annually. At every review, the policy will be approved by the Nursery Management Team.

7. Links with other policies

This policy links to the following policies and procedures:

Accessibility plan

Child protection and safeguarding

Health and safety

SEN

Supporting pupils with medical conditions

Appendix 1: template 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	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed annually.

Next review date:

To be reviewed by:

Appendix 2: template 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	