



Intimate Care Policy

Article 3 - The best interests of the child must be a top priority in all actions concerning children.

Article 16 – Every child has the right to privacy. The law should protect the child’s private, family and home life.

Nova Primary School Governor Information	
Model Policy	No
Local Changes	
Customisation*	
Originally Adopted	Autumn 2009
Last Review Date	Summer 2023
Next Review Date	Autumn 2025
* additions made to policy (eg local detail) but not a change to any policy structure	

History of most recent policy changes – Must be completed

Date	Page	Change	Origin of change e.g. TU request, change in legislation
28/2/13	1	Addition of children’s rights	
May 2018		Removal of Appendix 1 Flowchart	As per safeguarding policy - consistency
July 2020	1	Definition & aims	Clarity
July 2020	4	IEPs to Pupil Passports	Policy review
September 2022	2	Addition of paragraph re parental responsibilities	Review of policy September 2022 following consultation with cluster schools
	3		

		Additional information re parental responsibilities	
	4	Additional information re changes of clothes and medical conditions	
	6	Additional information re location of toilets	
		Parents to be invited to school to view intimate care if they wish	

Rationale

Nova 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. 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, embarrassment or pain.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In cases of specific procedure only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the changing of catheters, administration of rectal diazepam) and with the consent of parents/carers.

Parents should not be asked to come into school to change their children, and children must not be left when they have wet or soiled themselves without being assisted to clean up by an adult.

Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and Nova Primary School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Safeguarding Children Policy)

Children Wearing Nappies

Schools may have concerns regarding Child Protection issues when they are asked by parents to admit a child who is still wearing nappies. Parents will be provided with information regarding this policy and information will include a simple agreement form (appendix 2) for parents to sign-outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

An Intimate Care Intervention sheet will be completed each time intervention takes place. This records 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 that systems are in place and that we have implemented procedures for staff to follow.

Parents have a role to play when their child is still wearing nappies or still soiling and/or themselves while wearing pants. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents will be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Parents should provide enough changes of clothes for the child so they can be easily accessed.

Where there is a medical condition or developmental issue which prevents a child toileting at an age appropriate level, parents must work with school and other agencies e.g. school nurse, GP, to put a plan in place so the child has the best chance of achieving age appropriate toileting, working towards full independence where this is achievable.

Hygiene

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 should be sealed/tied. This bag should then be placed in a bin (complete with a liner) designated for the disposal of such waste. The bin should be emptied by cleaners 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 & Safety policy.

Changing Facilities

Where children need to be changed in school, their dignity and privacy should be of paramount concern.

The disabled toilet or an agreed cubicle close to the classroom should be used at all times, unless there is an emergency or another child is having to use this facility. An area, which can be made private by the use of a screen, is acceptable. Consideration should be given to the sighting of this area from a health and safety aspect. The area should not be situated in a thoroughfare, as a changing mat will have to be used on the floor when a child is to be changed. This is the recommended method of changing a child, as it avoids an adult having to lift a child and cause possible back injury.

The Protection of Children

Staff are to comply with:

- Child Protection Procedures and Multi-Agency Child Protection.
- All children will be taught personal safety skills carefully matched to their ability, development and understanding.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc, then he/she will immediately report concerns to the appropriate manager / designated person for child protection.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents / carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Appendix 1).

The Protection of Adults

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents, including knowledge and understanding of any religious/cultural sensitivities.

- Prior permission must be obtained from parents before Intimate Care procedures are carried out. (see Appendix 2)
- Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with Pupil Passports, Health Care plans and any other plans that identify the support of intimate care.
- Parents should be invited to school to view their child's intimate care, if they wish.
- An additional adult should be present while children are being changed in order to guarantee safeguarding and to protect staff members from accusations
- Exchanging information with parents is essential through personal contact, telephone or correspondence. However information concerning intimate care procedures should not be recorded in home/school books as it may contain confidential information that could be accessed by people other than the parent and staff member.

Appendix 1 – Permission for Schools to Provide Intimate Care

Childs name	
Male/female	
DOB	
Parent/Carers name	
Address	

Nature of Intimate care Provided:

Key staff supporting the child with intimate care	
Where care will be carried out	
When care will be carried out	

I give permission to the school to provide appropriate intimate care support to my child

I will advise the Headteacher of any change in my child’s medical condition which may impact on or have implications for the care given.

Name.....

Signature.....

Relationship to child.....

Date.....

Appendix 2 – Intimate Care Intervention Sheet



Name D.O.B..... Class

Date	Time left class	Time returned	Who changed child Name and signature	Any comments, if necessary