Withnell Fold Primary School
Intimate Care Policy

Date: March 2024

What is 'Intimate care'?

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 demands direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself 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.

Aims

• To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
• To recognise 'intimate care' includes attending to toilet accidents/medical conditions causing soiling/menstruation soiling/supervising toileting habits
• To ensure children are able to express choice and have a positive image of their own body.
• To ensure children feel safe and secure.
• To ensure children are respected and valued as individuals.
• To ensure intimate care procedures minimise any risks associated with intimate care.

Procedures

All staff carrying out intimate care of children in the school must be aware and follow the procedures and advice outlined below:
• Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper.
• Ensure they are aware of the child protection policy and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care, staff should log the incident on CPOMS and discuss with the schools designated person for child protection (Sara Moreton or Kevin Rothwell).

• Children who need changing during lesson time or lunch and break times due to a toileting accident and/or the child is not toilet trained, he/she should be changed in the nearest appropriate toilet or the disabled toilet to allow for privacy and/or supervision.
• Children still undergoing toilet training should have all necessary materials (e.g. nappies, wipes, change of clothing etc) provided from home, after discussion with school about appropriateness/need, by the parents / carers.
• Use the nature of the accident/incident and the knowledge of the child to make a judgement on how many adults should be involved in intimate care. In some cases, it can be advisable to have two adults in attendance. This could be in cases where the child is identified as vulnerable, is on the child protection register or where knowledge of the child or family indicates there could be difficulties/allegations could be made.
• Consider the dignity of the child and allow them to make a decision on how they are assisted.

Ask the following if relevant:

_ *Would you like some help?*
_ *Would you like me to help you?*
_ *Would you like me to come with you and wait outside the door in case you need any help? (NB If staff suspect soiling and it is denied by the child the matter should be referred to the parent for advice – usually a telephone call. Forcing the child to 'prove otherwise' is unnecessary and unwise. However, so is allowing children to sit in soiled clothing. If needed an executive decision by the Headteacher (HT) will be made to send the child home or request parents / carers to collect and deal themselves)*
_ *A child's refusal to allow themselves to be changed will result in an immediate telephone call to inform parents / carers. Parents / carers can choose to visit the school to change the child or take them home to change – then return to school.*

• Ensure another member of staff, preferably the class teacher if during lesson time, knows that you are withdrawing the child and why.
• Speak to the child by name and explain what is happening. Ensure privacy appropriate to the child's age and situation.
• If children can change themselves, wait outside the door with the younger children and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult. Professional judgement should be used.
• Be aware and responsive to the child's reactions if assisting with intimate care.
• Ensure any religious and cultural values are taken into account.
• Ensure spare clothing is readily available.
• If washing is required, use a disposable cloth / wipe. Encourage the child to wash any intimate parts of the body with wipes.
• Any injuries needing intimate care should be dealt with sensitively. The HT or Deputy /SENCO should be called in such circumstances and parents may be requested to attend as appropriate.
• Gloves should be used in assisting in any form of intimate care (kept with wipes / first aid kits).
• Dispose of any used items appropriately. (Nappy sacks with wipes – sanitary bin)
• If necessary, clean and disinfect any soiled surfaces once the child has returned to the classroom (cleaner's room).
• Inform the cleaner if any cleaning has occurred.
• If a child has need of support or reassurance after the incident, an appropriate space should be used.

• Record all incidents of intimate care on CPOMS and speak to parent / carer or send a note to parents if the child has been assisted in any way.
• Confidentiality should be maintained at all times between child, school and parent/carer.
• Staff with concerns over any aspect of intimate care should discuss these with the HT or Deputy /SENCO.

Regular Occurrences

• If the child has an ongoing problem that requires intimate care prevention, the HT, DHT/SENCO should be informed so arrangement can be made with the parent/carer for long term resolution of the difficulties.
• Children with special medical needs who need changing on a daily basis will have a separate record where the date and time is noted and the signature of the staff member is kept on record. Parents of these children will be aware of the procedure and will not receive a note every day.

Girl's menstruation

- We ask that parents inform school if girls have started their periods.
- The girls will be shown how to use the sanitary bin in the ladies toilet.
- Girls will be allowed to use the ladies toilet – which is a single locked toilet.
- All care will be given discreetly to ensure that the privacy of the child is maintained.

Parents and carers

• If the child has been assisted with intimate care, parents will be informed via a standard letter held in the 1st aid file in the staff room. Other procedures may be in place such as a home / school recording card or book. Alternatively, a telephone call may be more appropriate e.g. periods starting or soiling.
• Parents will be made aware of the procedures in the school brochure and will be able to view the policy at any time.
- We ask that a parental permission slip is signed when their child starts their Foundation year of school.

Monitoring, Evaluation and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Headteacher: Signed: ……. Date: ……

Safeguarding Governor: Signed: …….. Date: ……

Date

Dear

Re: Informing parents of an intimate care issue for…….

This is a courtesy letter to inform you that your child had a toileting accident today at school. The matter was dealt with swiftly and sensitively by……in accordance with our Intimate Care Policy.

We have returned the clothing for washing. Please wash and return any items borrowed from the school at your earliest convenience. If you wish to discuss the matter further please contact your child's teacher.

Yours sincerely

S Moreton

Headteacher

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Parental permission for intimate care

Should it be necessary, I give permission for _____ to receive intimate care (e.g help with changing or following toileting)

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise

Signed_____ Date _____

Adult with parental responsibility for _____