



## Intimate Care Policy 2023

**Be courageous; be strong.**

**Do everything in love.**

1 Corinthians 16:13-14

### Introduction

At Archbishop Runcie CE First School, we are committed to safeguarding and promoting the welfare of children and young people, valuing them as one of God's creations in all circumstances, especially when they are most in need. As such, 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 and ensuring that children are treated with sensitivity and respect.

No child is excluded from our school that, for whatever reason, may not be toilet trained and we work with parents/carers to support toilet training where necessary.

### Principles

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010, which requires that any pupil with an impairment that affects his or her ability to carry out day-to-day activities must not be discriminated against. This policy should be read in conjunction with a range of other policies including the following; safeguarding policy and child protection procedures; staff code of conduct and guidance on safer working practice; 'whistle-blowing' and allegations management policies; health and safety policy and procedures; Special Educational Needs and Disability Policy. The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his or her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain. Staff will work in close partnership with parent, carers, and other professionals to share information and provide continuity of care. Where pupils with complex and/or long-term health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy. All staff undertaking intimate care must be given appropriate training. This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children

### Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves. Some pupils are unable to do because of their young age, physical difficulties or other special needs.

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 care associated with continence as well as more ordinary tasks such as help with washing, toileting, dressing and undressing (underwear), changing 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. It also includes supervision of pupils involved in intimate self-care.

### **Best Practice**

Where a child is in nappies, parents/carers will be responsible for ensuring the school has a supply of nappies, wipes and nappy bags. Parents of children who regularly soil themselves will be required to provide a change of clothes in a named bag on a daily basis. Parents will be supported with toilet training by school staff, health visitor and/or the school nurse. The school will be responsible for providing gloves, plastic aprons, a bin and liners to dispose of any soiled nappies on site.

Pupils outside of the Early Years Foundation Stage who require regular assistance with intimate care have written support plan, health care plans or intimate care plans (Appendix 1) agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally, the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Parents/carers will be informed if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and, as such, is communicated via Medical Tracker. All incidents requiring intimate care must be recorded on Medical Tracker to allow school and parents to retain a record of date, incident and the person dealing with the incident.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible. Staff must be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate. Training is provided where necessary for relevant staff. Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care.

An Early Years Foundation Stage Permission Form for Intimate Care is completed electronically n before children take up a place in Reception and Nursery. Where this is signed by a parent/carer, then only 1 adult is needed to carry out intimate care (in an area that can be overseen by other staff members) (Appendix 2). An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.

For children in Key Stages 1 and 2 who have soiled themselves and do not have a plan in place, there must be 2 members of staff to change them in a more private environment (usually in the children's accessible toilet). If a plan has been agreed and signed by parents, staff and child (if appropriate), it is acceptable to have only one adult, unless there are implications regarding safe handling.

Two people are required to assist if a hoist is being used (Physical handling training required). In this case, the second person should be identified and made known to the child and parents. Adults who assist pupils with intimate care must not be volunteers; therefore, as paid employees, they will have had usual range of safer recruitment checks.

Health & Safety guidelines should be adhered to regarding waste products, regular collection of clinical waste is undertaken and the appropriate receptacles must be used. Soiled items must be sealed in a yellow bag to be disposed of appropriately. No member of staff will use a mobile phone, camera or similar device whilst providing intimate care.

### **Child Protection & Safeguarding**

The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse. The school's safeguarding procedures will be adhered to. From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body.

At ARFS, best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice. Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc s/he will immediately report concerns to the Designated Safeguarding Leader. A clear written record of the concern will be completed and a referral made to Children's Services Social Care if appropriate, in accordance with the school's child protection procedures.

If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this will be reported a Designated Safeguarding Leader. The matter will be investigated at an appropriate level (usually by the Headteacher) and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a resolution. Further advice will be taken from outside agencies if necessary. If a pupil, or any other person, makes an allegation against an adult working at the school this will be reported as per the schools safeguarding policy. Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.

### **Medical Procedures**

Pupils who are disabled might require assistance with invasive or non-invasive medical procedures. These procedures will be discussed with parents/carers, documented in the health care plan or support plan and will only be carried out by staff who have been trained to do so. It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly. Any members of staff who administer first aid should be appropriately trained. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

### **Implementing this policy in school**

This document covers a number of possible scenarios that may occur in our school:

1. A child requires regular support with dressing and/or toileting and has a Personal Care Needs Plan.
2. A child does not require regular support with toileting but 'has an accident' in school – is wet (urine) and/or soiled (faeces).

### **Scenario 1: child requires regular dressing and/or toileting support**

The school is aware that children with special needs or medical/physical needs may have additional vulnerabilities that must be considered when drawing up care plans for them as individuals. Any child requiring regular dressing and/or toileting support outside of the Early Years Foundation Stage will have a Personal Intimate Care Plan, which will be agreed and signed by the parent/carer. This plan will outline who is responsible for supporting the child, where the support will take place, the procedure to be followed on every occasion, the resources required for the task, responsibilities for supplying these resources and any training received or required. This plan allows school and parents to be aware of the complete procedure surrounding the task from the outset. Although there may be specific requirements as reflected in individual Personal Care Needs Plans there is a general toileting procedure that staff at school will follow.

- Staff will always wear a single use disposable apron and gloves when carrying out the support.
- Any wet or soiled waste e.g. pads, wipes and gloves will be placed in a polythene waste disposal bag and sealed.
- The bag will then be placed in a bin (with a liner) specifically allocated for this purpose.
- This bin will be collected on a weekly basis as part of the usual refuse or sooner if required. Soiled or wet clothing will be placed in a plastic bag and sealed.
- Incidents will be recorded on medical tracker.
- At the end of the school day, staff will discreetly pass this over to parents/carers when collecting their child and verbally give details of the circumstances.

### **Scenario 2: Child not requiring regular dressing and/or toileting support**

In the event of a child becoming wet or soiled i.e. 'having an accident' in school, staff will quickly assess what actions need to be taken as below:

- If the child is wet and/or slightly soiled, a member of staff will discreetly escort the child to the nearest 'accessible' toilet where there is more space to carry out the support task.
- Staff will support changing of clothing where necessary and will initially encourage the child to clean themselves with wipes.
- However, they may support the cleaning/wiping process if the child is unable to do this or is distressed.
- At the same time a member of staff will action the school's procedure to clean any waste from the classroom area.
- Incidents will be recorded on medical tracker.

In both of the above cases, staff will carry out the procedures following health and safety guidelines e.g.

- Using gloves and aprons.
- Soiled or wet clothing will be placed in a plastic bag and sealed.
- Incidents are recorded on medical tracker.
- At the end of the school day staff will discreetly pass this over to parents/carers when collecting their child and verbally give details of the circumstances.

### **Off-site trips and visits**

Where a child has a Personal Care Needs Plan, consultation with colleagues should take place where any deviation from arrangements is anticipated e.g. on a school trip or visit as the same standard and level of facilities may not be available off site. Any deviation from the agreed plan will be documented and reported.

<b>Date</b>	<b>Reviewed/updated</b>	<b>Staff involved</b>
Sept 2005	New Policy	NP & JRO
Jan 2009	Updated	LS, BA, KM
Jan 2010	Reviewed	MS, BA, JRO
March 2012	Updated	KM

February 2016	Updated	BA
June 2017	Updated	KM
July 2019	Reviewed	TLA Cttee
November 2019	Reviewed	KM/KW
November 2020	Reviewed	KM/KF
November 2021	Updated	KM/KF
October 2022	updated	KM/KF
May 2023	Update to reflect use of Medical Tracker	KM/KF
Sept 2023	Updated disposal of soiled items	KM

Appendix 1



**Archbishop Runcie CofE First School  
Intimate Care Plan**

Name of child:	
Class:	
Area of Need:	
Name of person(s) responsible for changing:	
Details of assistance needed:	
Responsibility for supply of resources	
Frequency of support/staff authorised to carry out plan:	
Location of toilet:	
Liaison with parents/methods of communication	
Staff training needs:	

Strategies to support independence	
Review Date:	

If the child is unduly distressed, a member of staff will contact the parent/carer. If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.

Parent signature:

Staff signature:

Date:



## Early Years Foundation Stage Permission Form for Intimate Care

Dear Parents

If a child wets or soils themselves whilst they are in 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.

Archbishop Runcie has an Intimate Care Policy, which is available to view on our website. Please fill out the permission slip below stating your preference.

Yours sincerely

Mrs Massey  
Head Teacher

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### Consent for Intimate Care

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 Archbishop Runcie CofE First  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.....