

Great Bardfield Primary School



Intimate Care Policy

Approved by: Elizabeth Crow (Headteacher)

Ratified by Governors: November 2023

Next review due by: November 2025

Purpose of the guidance

This guidance refers to all children, of any age, who may require support for intimate personal care relating to toileting or medical issues from an adult on a daily basis and those who may require it occasionally or exceptionally. As with all young people, there is a wide variation in the needs and development of children and intimate/personal care may need to be provided at any stage. Staff who work with children and young people must to be respectful of children's needs.

Intimate/personal care can be defined as care tasks of a personal nature during which children and young people's dignity needs to be preserved and a high level of privacy, choice and control needs to be provided to them.

Our school is committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain and this policy and procedure is to help ensure good practice in this area.

Legislation

This policy will support staff to overcome any challenges and be confident they are meeting the requirements of the Early Years Foundation Stage, Special Educational Needs and Disability Act (2001), the Disability Discrimination Act (1995), Equality Act (2010) and related legislation.

The Equality Act (2010) states that the responsible body of a school must not discriminate against a person:

- (a) In the arrangements it makes for deciding who is offered admission as a pupil.
- (b) As to the terms on which it offers to admit the person as a pupil.
- (c) By not admitting the person as a pupil.

It is not acceptable to ask parents to come to change their child if a child has a recognised disability as this is a direct contravention of the Act. Leaving any child soiled for any length of time is considered a safeguarding issue since it places the child at risk of significant harm. Care plans and good communication between school and parents/carers must be in place for these children.

Safeguarding and Welfare Requirements

All staff working in schools with responsibility for carrying out intimate/personal care procedures have been recruited and selected robustly with appropriate levels of vetting checks necessary for their role. (Regulated activity DBS).

There is no legal requirement that a second member of staff must be available to supervise the intimate care process.

Only contracted members of staff (not students or volunteers) may support a child with changing or hygiene.

Staffing

Under usual circumstances, it would be expected that intimate/personal care tasks be carried out by TAs and not by teachers who have responsibility for a class. In extreme urgent cases, no adult looking after a child should refuse to change them.

Procedure for Personal Care

The following guidelines should be followed by staff when providing intimate/personal care a child. Parents will be made aware of the policy and procedure via the school website.

This includes:

- Staff to wear disposable gloves and aprons
- Soiled underwear to be double wrapped in a nappy sack and sent home;
- Changing area to be cleaned after use;
- Hot water and liquid soap available to wash hands as soon as the task is completed;
- Paper towels available for drying hands.
- Children should be encouraged as far as possible to manage their own personal hygiene (with supervision).
- If changing a child only baby wipes and toilet tissue may be used – no other creams or cleansing agents.

Support for Parents

Staff and external partners such as the school nursing team, will offer support and guidance to parents and are able to organise courses for parents relating to the intimate care concern.

School will make arrangements for children in special circumstances e.g. when a child with complex continence needs or delayed development is admitted. In such circumstances, the appropriate health care professionals will be closely involved in forward planning and advising staff.

In these circumstances it may be appropriate for the school to set up a staff/ parent personal care agreement that defines the responsibilities that each partner has, and the expectations each has for the other. This includes:

The parent:

- If care involves toileting, agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing school with wipes, nappy bags, gloves and a change of clothing and any other equipment needed to give the care
- Understanding and agreeing the procedures that will be followed when their child is changed or assisted at school
- Agreeing to inform the setting/school should the child have any marks/rash
- Agreeing to continually review arrangements should this be necessary

The staff:

- Agreeing to follow a care plan as necessary
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements regularly

This kind of agreement will help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the school is taking a holistic view of the child's needs.

Toileting

Foundation Stage

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "manage their own basic hygiene and personal needs successfully, including dressing and undressing and going to the toilet independently".

Key Stage 1 and Key Stage 2

Key Stage 1 - We will inform all parents of Reception children prior to them starting school that we will change children for odd 'accidents' but not routinely as part of day to day personal care.

Key Stage 2 – Any child that soils or wets will not be changed by any member of staff. However, we will provide a private, safe space where the child may change on their own. We will supply spare clothes as far as possible but we may need to ring a parent to provide these.

If children are entering these key stages with intimate/personal care needs which have not been addressed, staff are advised to contact the specialist community nursing service for support.

The school should:

- Have written care plans in place for any pupil who could be expected to require intimate care on a regular basis;
- Ensure that parents and pupils are actively consulted about their own care plan.

Staff should:

- Adhere to the intimate and personal care policy;
- Make other staff aware of the task being undertaken;
- Always explain to the pupil what is happening before a care procedure begins;
- Consult with colleagues where any variation from agreed procedure/care plan is necessary;
- Record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers;
- Avoid any visually intrusive behaviour;
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this.