

# Bilston CE Primary School



## Intimate Care Policy

We will aspire through our Christian beliefs and attitudes for all children in our care to flourish both academically and personally; develop respect for others and to reach out to their local and global communities, so, 'hand in hand together with faith we will strive to achieve all things...

**'I am able to do all things through him (Jesus) who strengthens me.'**

*Philippians 4:13*

<b>Approved by:</b>	G.Gentle	<b>Date:</b> November 2022
<b>Last reviewed on:</b>	April 2022	
<b>Next review due by:</b>	April 2023	

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### 1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- 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.

### 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 sign an intimate care plan.

Where there isn't an intimate care plan in place, staff will ensure that only essential care is given to ensure that the child is comfortable (encouraging autonomy in changing) and parents will be informed at the end of the day or earlier if necessary.

#### 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 twice a year, 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**

Staff working with children will be responsible for providing intimate care, this will include Teachers and Teaching Assistants who are familiar to the child.

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**

There will always be two members of staff present and the intimate care provided will be recorded with dates and times in a record book.

Staff must ensure that a child's dignity and privacy is maintained and children should not be changed in front of other pupils.

Where possible, the child will be asked to manage their own needs – remove soiled or wet clothing, clean themselves (supported if necessary to ensure that the child is comfortable) and to put on clean clothing.

Procedures will be carried out in the bathroom allocated to the child's class.

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

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

Protective gloves, cleaning supplies, wipes, changing mat and bins.

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 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 J.Booth (EYFS Leader/First Aider), H.Mitchell (EYFS HLTA/First Aider) or V.Singh (School Lead First Aider).

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 J.Booth twice annually. At every review, the policy will be approved by the governing body and G.Gentle (Head Teacher)

## 7. Links with other policies

This policy links to the following policies and procedures:

- Child protection and safeguarding
- COVID-19
- Health and safety
- SEND
- Supporting pupils with medical conditions

## Appendix 1: template intimate care plan

To be agreed with parents:

<b>Name of child</b>	
<b>Type of intimate care needed</b>	
<b>How often care will be given</b>	
<b>What training staff will be given</b>	
<b>Where care will take place</b>	

<b>What resources and equipment will be used, and who will provide them</b>	
<b>How procedures will differ if taking place on a trip or outing</b>	
<b>Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan</b>	
<b>Name of parent or carer</b>	
<b>Relationship to child</b>	
<b>Signature of parent or carer</b>	
<b>Date</b>	

This plan will be reviewed twice a year.

Next review date: April 2023

To be reviewed by: J.Booth