



**Outwoods Edge  
Primary School**

Every Child. Every Day. Every Future.

# Intimate Care Policy

Signed by:

 Headteacher

 Governor

Date: 13.09.2021

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Date of next review: September 2023

# Intimate Care Policy

## Introduction

At Outwoods Edge Primary School, we recognise that all children have different rates of development and differing needs during their time at school.

Most children achieve continence before starting full-time school. However, we recognise that there may be children at Outwoods Edge who are not fully independent. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence. We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary.

Our Intimate Care Policy has been developed to safeguard children and staff - the principles and procedures apply to everyone involved in the intimate care of children.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities include:

- feeding
- changing clothes
- toileting
- the supervision of a child involved in intimate self-care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child

## Principles of Intimate Care

The following are the fundamental principles of intimate care, upon which our policy guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted with regards to their own intimate care to the best of their ability.
- Every child has the right to have levels of intimate care that are appropriate and consistent.

## School Responsibilities

All staff working with children are subject to the appropriate Disclosure and Barring Checks. This includes student teachers on work placement and volunteers. However **only those members of staff who are familiar with the intimate care policy and other pastoral care policies of the school are involved in the intimate care of children.**

Where anticipated, intimate care arrangements are agreed between the school and parents and, if appropriate, by the child. An Intimate Care Plan (Appendix A) will be created and signed by the parent and stored in the child's file. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately.

Intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice, he or she must report this to the Designated Leader for Safeguarding and Child Protection (DSL) or their deputy (DDSL) immediately.

DSL	Sharron Peel - Emotional Health and Wellbeing Practitioner
DDSL	Hannah Hall - SENDCo
DDSL	Casey Coughlan – Wellbeing Support Assistant
DDSL	Amy Kitson – Headteacher
DDSL	Mark Wilson – Deputy Headteacher

### Care Plans

Where a pupil has particular needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident'), staff will work with parents/carers (and school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily. The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover
- Where changing will take place
- What resources and equipment will be used (e.g. cleansing agents used or cream to be applied) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used, will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

### Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B). This will include:

#### The parent:

- agreeing to ensure that the child is changed at the latest possible time before being brought to school
- providing the school with spare nappies or pull ups and a change of clothing
- understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes

- agreeing to inform school should the child have any marks/rash
- agreeing to review arrangements should this be necessary

#### **The school:**

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- 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 should this be necessary.

This kind of agreement should 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.

Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (e.g. School Nurse) will be closely involved in forward planning.

#### **Personal Care Procedures and Child Protection**

The normal process of changing a nappy/pull ups/a child's clothing should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process. Few schools will have the staffing resources to provide two members of staff for nappy changing and CRB checks are carried out to ensure the safety of children with staff employed in EYFS settings. School staff are encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site.

The staff at Outwoods Edge Primary School will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures (see below)
- Report any marks or rashes to parents and via CPOMS if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

#### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be placed in a hygienic disposal unit (identified bin in the disabled toilet in the EYFS area)
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands
- Changing area to be cleaned after use where necessary

## **Monitoring and Review**

- The SENDCo and class teacher will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENDCo and class teacher's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Leads via CPOMS.

This policy should be read in conjunction with the following documents:

- Policy for SEND/Additional Needs
- Supporting children with Medical Needs Policy
- Safeguarding & Child Protection Policy
- Keeping Children Safe in Education

**APPENDIX A**

**Outwoods Edge Primary School  
Intimate Care Plan**

Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used: e.g. nappies, pull ups etc	
Who will provide the resources and equipment that will be used: e.g. wipes	
Disposal of product in:	Bin in EYFS disabled toilet.
Infection control measures:	Gloves and aprons to be worn by staff. Changing area cleaned after use if needed.
Special arrangements for trips/ outings:	
When will the plan be reviewed:	Every 6 weeks, or sooner if required.
Review comments:	

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.

SENDCo approval:

Date:

**APPENDIX B**

**Outwoods Edge  
Primary School  
Intimate Care Plan  
Agreements**

**The parent:**

- I agree to ensure that my child is changed at the latest possible time before being brought to school
- I will provide school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school
  - including the use of any cleanser or wipes
- I agree to inform school should the child have any marks/rash
- I agree to review arrangements should this be necessary

Signed..... (parent/carer)

**The school:**

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed..... (school member of staff)

Name ..... (school member of staff)

Date: .....