



## **Intimate Care policy 2016**

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 but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing toileting or dressing. It also includes supervision of children involved in intimate self-care.

### **Procedure**

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure. All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for his/herself as possible.

### **Care Plans**

Children who require regular assistance with intimate care will have written care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns (such as past abuse) should be noted and taken into account. (N.B. More information regarding care plans and risk assessments for children with complex medical needs can be found in 'Including Me: Managing Complex Health Needs in Schools and Early Settings' by Jeanne Carlin, published by the Council for Disabled Children and DfES, 2005).

### **Communication**

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g: has had an 'accident' and soiled



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him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person, by telephone or by sealed letter, not through the home/school diary.

In Nursery we ask that Parents and Carers sign a permission form (Appendix 1) to enable the staff to provide care for all children should they require it during the school day.

The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer. All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know. If necessary, advice should be taken from the local council regarding disposal of large amounts of waste products. Record Keeping It is good practice for a written record to be kept in an agreed format every time a child requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. These records will be kept in the child's file and available to parents/carers on request.

Signed: .....

Date of Policy - September 2016

Date of Review – September 2018



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**Appendix 1**

**Permission for Holtsmere End Infant and Nursery School  
to Provide Intimate Care**

Holtsmere End Infant and Nursery School encourages children to have completed toilet training, yet we also understand that accidents sometimes occur. We request an extra set of clothing be present at all times (to be kept on their peg in the cloakroom). Should a toileting accident occur, adults will make your child's clean clothes available to them. Should your child require further clean and dry clothing we politely request that your return it to school as soon as possible, washed and dried.

Child's First Name	
Child's Last Name	
Male/Female	
Date of Birth	
Parent/Carer's name	
Address	

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting. I will advise the Headteacher of any medical condition my child may have which affects issues of intimate care.

Signed .....