



# INTIMATE CARE POLICY

[www.wattonatstone.herts.sch.uk](http://www.wattonatstone.herts.sch.uk)

## **1. INTRODUCTION**

- Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas, e.g. cleaning up a pupil after they have soiled themselves. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of an ongoing, specific, health procedure related to intimate care, a healthcare plan will be drawn up with the parent/carer, relevant staff member and other professional (as necessary). Relevant staff will be trained in the procedures and will respond according to the requirements of the healthcare plan. The plan will be reviewed annually.
- The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- Watton at Stone Primary and Nursery School and Watton at Stone Preschool are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Watton at Stone Primary and Nursery School and Watton at Stone Preschool recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

## **2. BEST PRACTICE**

- The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- Staff who provide intimate care are trained in the procedure to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist / occupational therapist as required.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible, staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both the staff and children/young people involved.
- The child 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 him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted / changed. Children will be changed by one adult unless there is sound reason for having another adult present. If this is the case, the reasons should be clearly documented. Another member of staff should however, be in the vicinity in all cases and they should be made aware of the task being undertaken.
- Wherever possible the same child will not be cared for by the same adult on a regular basis, ideally a rota would be in place. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan if applicable. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **3. CHILDREN WEARING NAPPIES**

- We provide information for parents/carers of the practice in school. Such information includes a simple agreement form for parents/carers to sign outlining the nappy changing process within school. This agreement allows the school and the parent/carer to be aware of all the issues surrounding this task right from the outset.
- We will use a log to record who changes a child, the time and the reason for the change. Examples of such good practice provide reassurance for parents/carers that systems are in place and that schools have implemented procedures for staff to follow.
- If the person changing the child finds blood in a nappy, they will determine if immediate medical attention is required, and they will report it in the record. They will also inform the parent/carer at the first appropriate opportunity.
- On occasions, staff may check whether a child needs to be changed without fully removing their clothing. If no change is required, this will not be recorded on the log.

### **4. EQUIPMENT PROVISION**

- The parent/carer should provide nappies, disposal bags, wipes and they should be made aware of this responsibility.
- The school is responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

### **5. HEALTH AND SAFETY**

- Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a nappy sack and placed in the nappy bin provided in nursery or preschool.
- Staff should be aware of the school's Health and Safety policy.

### **6. FIRST AID AND INTIMATE CARE**

- Staff who administer first aid of an intimate nature should ensure wherever possible that another adult is present. This event should be recorded as a first aid incident using the school's agreed accident form. The pupil's dignity must always be considered.

- Where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.
- Regular requirements of an intimate nature should be planned for. Agreements between the school, those with parental responsibility and the child concerned should be documented by signing the *Intimate Care Policy Parental Agreement* and by completion of an intimate health care plan (if applicable). These should be easily understood by staff. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

## **7. MONITORING**

- This Intimate Care Policy should be read in conjunction with the Child Protection Policy. All activities concerned with intimate care, including reviewing the record form and any related actions, will be monitored by those in the school with safeguarding responsibility as part of those duties.
- Those with safeguarding responsibility in the school are:

DSP (Designated Senior Person): Sukhi Gill (Deputy Headteacher)  
 Deputy DSP: Zoe Hussain (Headteacher)  
 Child Protection Governor: Rev. Jenny Gray

**Last Author:** Sukhi Gill  
**Date:** October 2018  
**Status:** Recommended  
**Owning role:** Resources Committee  
**Review schedule:** Annually

## INTIMATE CARE POLICY PARENTAL AGREEMENT

1. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.
2. The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
3. Watton at Stone Primary and Nursery School and Watton at Stone Preschool are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Watton at Stone Primary and Nursery School and Watton at Stone Preschool recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.
4. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
5. The child 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 him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate health care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
6. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted / changed. Children will be changed by one adult unless there is sound reason for having another adult present. If this is the case, the reasons should be clearly documented. Another member of staff should however, be in the vicinity in all cases and they should be made aware of the task being undertaken.
7. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.
8. Watton at Stone Primary and Nursery School and Watton at Stone Preschool will use a log to record who changes a child, the time and the reason for the change.
9. Parents/carers have a role to play when their child is still wearing nappies. The parent/carer should provide nappies, disposal bags, wipes, etc. and they should be made aware of this responsibility. School is responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.
10. Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a nappy sack and then placed in the nappy bin.
11. Staff who administer first aid of an intimate nature should ensure wherever possible that another adult is present. This event should be recorded as a first aid incident using the school's agreed accident form. The pupil's dignity must always be considered.
12. Where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

**INTIMATE CARE POLICY PARENTAL AGREEMENT FORM**

I agree to support the Intimate Care Policy and practice of Watton at Stone Primary and Nursery School and Watton at Stone Preschool.

I have made my child aware that their intimate care needs will be responded to by staff members familiar to them. My child has shared the following viewpoint:

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.....  
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(Please write your child's viewpoint or N/A if not applicable)

Name of child:

Signature of Parent / Carer:

Print Name:

Date:

Signature of School Representative:

Print Name:

Position:

Date:



