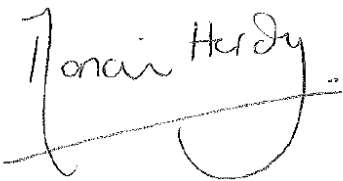


Drayton Green Primary School



Intimate and Personal Care of Children Policy

Committee with oversight for this policy – Full GB	
Policy to be signed off by the Chair of Governors	
Policy last ratified and adopted by Full Governing Body	September 2023
Policy / Document due for review	July 2024

Drayton Green Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. Our practice permits and promotes the greatest level of self-care and independence for every child

Definition of Intimate Care:

Intimate Care is any care which involves washing, touching, changing or carrying out an invasive procedure that younger children are developmentally able to do independently, for example:

- Dressing
- Changing soiled or wet clothes
- Changing a nappy or pull up
- Toileting
- Washing
- Application of topical medicines (e.g. sun creams, eczema creams)
- First Aid and medical assistance.

Principles of Medical Care

The provision of personal care may be routine in the Nursery setting for some of the youngest children who have not yet been fully toilet trained. It is also part of the routine care for some children with a disability. However, the need for personal care occurs from time to time for other children in the school.

The following are the fundamental principles of intimate care upon which our policy guidelines are based – Every child has the right:

- To be safe;
- To personal privacy;
- To be valued as an individual;
- To be treated with dignity and respect;
- To be involved and consulted in their own intimate care and to have such views taken into account
- To have levels of intimate care that are appropriate and consistent.

All staff working with children will hold up to date criminal records checks Disclosure and Barring Service checks (DBS). Staff designated to carry out this work will be properly trained, receive appropriate guidance and know the school's child protection policy, the intimate care of children policy and other related pastoral care policies. Students and volunteers are **not** permitted to be involved in intimate care. Staff behaviour is open to scrutiny and staff work in partnership with parents/carers to provide continuity of care to

children wherever possible. The school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

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.

A child will be encouraged to attend to their own needs wherever possible and safe to do so – depending on their age and stage of development. It may be possible to provide supervision and guidance, intervening only where necessary or if the child asks for help. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, it will be of limited duration. Staff will encourage each child to do as much for themselves as they can.

Each child's right to privacy will be respected. Personal care should always be provided in an appropriate area so that the child/young person is afforded privacy.

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 or changed. Where possible, one child will be cared for by one adult. When a member of staff is required to provide intimate care they must first notify another member of staff so that they are aware and remain in close proximity.

If a child has a continuing need for intimate care, for example, they are in a nappy, arrangements will be discussed with parents/carers, and an individual care/ support plan will be agreed, written and signed. Advice and support from a Health Visitor or school nurse will be sought where necessary. Meetings will take place between the parents/carers and the school on a regular basis to monitor progress. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parent/cares will provide nappies or pull ups, wipes, nappy sacks and a changing mat (where appropriate). The school will provide gloves and disposable aprons for staff.

When a child requires intimate care, the member of staff caring of the child will notify another member of staff of the task being undertaken, and it will be recorded in the 'Intimate Care' record book. Wherever possible the same child will not be cared for by the same adult on a regular basis; all members of Nursery staff are known to the child and will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing.

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods – words, signs, symbols, body movements, pointing, etc.

To ensure effective communication:

- Make eye contact at the child's level;
- Use simple language and repeat if necessary;

- Wait for response;
- Continue to explain to the child what is happening even if there is no response; and
- Treat the child as an individual with dignity and respect.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks. Bruises, soreness etc. they will immediately report concerns to the DSL and follow school protocols.

Responsibilities

Management responsibilities:

- To ensure that staff will receive on-going in good working practices which comply with health and safety regulations such as hygiene procedures, manual handling, awareness of medical conditions and associated First aid/ child protection procedures; and other aspects of Intimate Care.
- To keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required.
- To provide Induction programmes for all new staff and to ensure that all new staff are familiar with the school's Intimate Care Policy and relevant Intimate Care procedures.

Staff responsibilities

- Staff must be familiar with the Intimate Care policy/procedures
- Staff must adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concern to management within the school
- Designated Staff will liaise with parents/carers and other appropriate services over the development and implementation of the agreed Intimate Care Procedures.
- Designated Staff will liaise with other professionals regarding specific aspects of Intimate Care if appropriate.

Appendix 1

Intimate Care Procedures

Procedure for undressing and dressing pupils – after soiling/getting clothes wet/dirty:

(Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

Ensure:

- **You have told another member of staff that you are involved in an intimate care procedure**
- **This takes place away from others, but that doors are left ajar**
- Ensure you are wearing disposable gloves and a disposable apron
- ****COVID 19 precautions – please ensure a visor is also worn****
- Encourage the child to remove clothing from lower body first and to do it independently. Provide help or assistance only when and if needed
- Wash/clean as required – again encourage the child to do this independently using wet wipes.
- Ensure lower regions are covered before removing garments from upper body (if necessary)
- Give the child the clean clothes (either provided by the parent/carers, or where these are not present lend some clothes from the Nursery)

- Encourage the child to dress themselves. Provide help and assistance as appropriate/required.
- Put the wet/soiled clothes in a plastic bag and ensure the child takes them home at the end of the session. Where appropriate we will speak to the parents as well.
- Child must then wash their hands with soap or gel
- Remove gloves and apron and wash your hands. Dispose of these in the appropriate bin
- IMPORTANT – Record the care given. A second member of staff must also sign the record sheet to show they were aware of the care given.

Appendix 2

Intimate Care Procedures

Procedure for changing nappies/pull ups

(Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

Ensure:

- **You have told another member of staff that you are involved in an intimate care procedure**
- **This takes place away from others, but that doors are left ajar**
- Ensure you are wearing disposable gloves and a disposable apron
- ****COVID 19 precautions – please ensure a visor is also worn****
- Remove clothing from the child's lower body first. Provide help or assistance only when and if needed

- Take off the Nappy while the child is standing
- Wipe away the mess using wipes provided. Encourage the child to do this independently using wet wipes.
- Put on a clean nappy (using a changing mat) or pull up (whilst the child is standing)
- Give the child the clean clothes (either provided by the parent/carers, or where these are not present lend some clothes from the Nursery)
- Encourage the child to dress themselves. Provide help and assistance as appropriate/required.
- Ensure the soiled nappy is put in a nappy sack or plastic bag and dispose of the nappy using the appropriate bin
- Put any wet/soiled clothes in a plastic bag and ensure the child takes them home at the end of the session. Where appropriate we will speak to the parents as well.
- Child must then wash their hands with soap or gel
- Remove gloves and apron and wash your hands. Dispose of these in the appropriate bin
- **IMPORTANT** – Record the care given. A second member of staff must also sign the record sheet to show they were aware of the care given. Record should show that X's nappy was changed today by X at X times at ... am/pm.

Appendix 3

Record of Intimate Care

Please refer to the Intimate and Personal Care of Children Policy

- **YOU MUST NOTIFY ANOTHER MEMBER OF STAFF WHEN YOU ARE GIVING INTIMATE CARE**

- **ONLY MEMBERS OF STAFF WITH FULL & CURRENT DBS CHECKS ARE TO GIVE INTIMATE CARE**
- **NO MOBILE PHONES/CAMERA TO BE PRESENT WHEN INTIMATE CARE IS GIVEN**

Name of child receiving intimate care	Name of staff involved	Date	Time	Reason e.g. wet, soiled, muddy	Details of procedure carried out	Staff signature	Second Staff signature

Appendix 4

PERMISSION FOR SCHOOL STAFF TO PROVIDE INTIMATE CARE

- I give permission to the school to provide appropriate intimate care support to my child e.g.
 1. Changing soiled nappies
 2. Changing soiled clothes
 3. Washing
 4. Toileting when and if needed
 5. Other intimate care as may be necessary.

- I will provide the school with suitable nappies and a change of clothes.

- Nursery - I acknowledge that the school may prefer that any intimate care be provided by any member of the Nursery Staff rather than one individual.

- ARP/SEN – I acknowledge that at times it may not be possible for my child’s key worker to provide the intimate care. I acknowledge that in these cases I am aware that intimate care will then be carried out by a member of staff well known to my child.

- I will advise the Headteacher/Staff of any medical complaint my child may have which affects issues of intimate care e.g. an upset stomach

- I have read the School’s Intimate Care Policy

Names of Child	
Name of Parent/carer	
Signature of Parent/carer	
Date	

This is subject to annual review and will next be reviewed on

Appendix 5

RECORD OF INTIMATE CARE – PART OF INDIVIDUAL CARE PLAN

Please refer to the Intimate and Personal Care of children Policy and the child's personal care plan

- YOU MUST NOTIFY ANOTHER MEMBER OF STAFF WHEN YOU ARE GIVING INTIMATE CARE
- ONLY MEMBERS OF STAFF WITH FULL & CURRENT DBS CHECKS ARE TO GIVE INTIMATE CARE
- NO MOBILE PHONES/CAMERA TO BE PRESENT WHEN INTIMATE CARE IS GIVEN

Name of Child:

Date of Birth:

Name of Staff Involved	Date	Time	Detail of procedure carried out	Staff Signature	Second Staff Signature

Appendix 6

Home/School Link for children requiring an Individual Intimate Care Plan

****COVID 19 – this will be through email/online platform communication****

Child’s Name:

Date/Time	Messages/Requests	Signed