



# WREN'S NEST PRIMARY SCHOOL

School Key Policy for 2023 - 2024

## Intimate Care Policy

September 2023

Document to be read in conjunction with ***other key school policies***

***(listed within document)***

# Wren's Nest Primary School

## Intimate Care Policy

September 2023



This policy has been written to inform staff and parents of how staff will care for a child with continence issues in the event of a toileting accident in school. This policy has been written for children from Reception through to Year 6.

**Intimate care is any care which involves toileting, cleaning a child after they have soiled themselves, or changing personal items of underwear.**

The dignity and right to privacy of the child are paramount.

Most children have achieved full continence by the time they start full time school. Some children may have long term medical conditions or a temporary continence issue as a result of medication, dietary or behavioural needs.

Whatever the cause, the needs of the child will be met with sensitivity and kindness. School will work closely with parents and carers to ensure that any continence issue is dealt with immediately to avoid discomfort, embarrassment and distress whilst maintaining good standards of hygiene and promoting independence and self-esteem.

All staff have a professional responsibility and duty of care to the children they teach and support.

Children with a known medical condition will have a **Personal Health Care Plan** that will include a **Personalised Intimate Care Plan** (appendix 1) which will describe the nature of the child's needs and how they will be managed on a day to day basis and by whom. It will also set out how school, parents and the child will manage the cleaning, changing and toileting processes as necessary. Mrs Allport and /or Miss Harris will write these plans with parents and carers and the child where appropriate.

Staff should always check with the child whether they want help from a member of school staff or if they want to wait for a parent/carer to attend. (Especially if a change of clothing is needed.)

Children will always be supported to achieve the highest level of autonomy that is possible (given their age and abilities) and staff will encourage the child to do as much for themselves as possible. Parents will be asked to bring in a change of clothing if this is not immediately available in school to avoid comment from other children.

Children will be taken to the nearest disabled toilet to be cleaned/changed. An emergency change pack is available in the Safari Room, School Office and Reception Cupboard. The pack consists of wet wipes and polythene bags and rubber gloves. Spare underwear is also kept in there. In an emergency, PE kit or uniform from lost property can be used until the uniform is replaced by parents or washed and dried in school. There is also spare clothing and underwear in the drawers in the disabled toilet/shower room.

Nappies, pads, liners and wipes will need to be tied up in nappy sacks and placed in the nappy bins in the disabled toilets or in the care room.

A shower room is available in school for parents to access with their child. This is situated between the small hall and Reception classrooms.

If necessary, the office will send a member of the site team to discretely clean any affected areas within the classroom.

Staff will have regard to the Individual's Health Care Plan, the Safeguarding Policy and the Guidance for Safer Working Practice for those working with children and young people in education settings February 2022 (Section 15 Intimate and Personal Care). (Appendix 3)

Although one member of staff will undertake the cleaning and changing of the child, they must inform the child's teacher/Teaching Assistant of where they are taking the child and why. *A signed record should be kept of all intimate and personal care tasks undertaken and where they have been carried out in another room, should include times left and returned. (Appendix 2)*

Parents should be informed (if not already) at the end of the day and brought into the classroom to receive the soiled clothes to avoid embarrassment for the child.

### **Other Related Policies**

Other relevant information that should be read in conjunction with this policy are:

- Safeguarding and Child Protection Policy
- 'Keeping Children Safe in Education'
- SEND Policy
- School Information Report
- Accessibility Plan
- Medical Needs Policy
- Single Equality Policy and Objectives

### **Monitoring and Review**

The whole policy is available for all parents from the school office upon request and is also published on the school website. [www.wrens-nest.dudley.sch.uk](http://www.wrens-nest.dudley.sch.uk)

The SENDco and the Curriculum and Standards Committee of the Governors will review the policy every year unless current legislation is amended.

**Date: September 2023**

**Review date: September 2024**

**Personalised Intimate Care Plan**

(This forms part of a child's Individual Medical Needs Care Plan)



| <b><u>Personalised Intimate Care Plan</u></b>  |                           |
|--|---------------------------|
| This is to be appended to the Pupil's Medical Needs Care Plan. All adults named in this plan should be aware of the Intimate Care Policy and the school's Safeguarding Policy. |                           |
| <b>Name of Child:</b>  | <b>Class:</b>             |
| Date Plan Started:   | Date Plan to be reviewed: |
| Names of staff who may change the child:   |                           |
| Location of Disabled toilet/Changing Place:  |                           |
| Resources and Equipment Needed (indicate who is responsible for ensuring they are readily available in school):  |                           |
| Disposal of Products in:   |                           |
| Infection control measures:  |                           |
| Special arrangements for trips/visits:   |                           |
| Special arrangements for swimming:   |                           |
| Special Arrangements for overnight stay – Pioneer Centre (Y5 only )  |                           |
| Plan to be given to:   |                           |

**Signed:**

\_\_\_\_\_ Child

\_\_\_\_\_ Parent/Carer

\_\_\_\_\_ Class Teacher

\_\_\_\_\_ Miss Harris (SENDSCO) and/or Mrs Allport (Medical Needs)

Date: .....

**Intimate Care Record**

Name of Child: \_\_\_\_\_ Class \_\_\_\_\_

| Date | Action Taken | Location | Time left class | Time returned to class | Signed |
|------|--------------|----------|-----------------|------------------------|--------|
|      |              |          |                 |                        |        |
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**This for is to be to be filed with Medical Needs Plan.**

**Guidance for Safer Working Practice for those working with children and young people in education settings  
February 2022.**

**15 Intimate / personal care**

Schools and settings should have clear nappy or pad changing and intimate / personal care policies which ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care should be open and transparent and accompanied by robust recording systems.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When

*This means that education settings should:*

- have written care plans in place for any pupil who could be expected to require intimate care
- update intimate / personal care plans in writing where appropriate; e.g. because there are changes to staff roles, etc.
- ensure that pupils are actively consulted about their own care plan
- ensure that intimate / personal care is provided by staff known to the child
- ensure that only individuals that have been checked against the relevant DBS

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assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements. Any changes to the intimate care plan should be made in writing and without delay, even if the change in arrangements is temporary; e.g. staff shortages, changes to staff roles.

Intimate and personal care should not be carried out by an adult that the child does not know. Anyone undertaking intimate / personal care in an education setting is in regulated activity and must have been checked against the relevant DBS barred list, even if the activity only happens once; this includes volunteers. Volunteers and visiting staff from other schools / agencies should not undertake care procedures without appropriate training.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

*barred list are permitted to engage in intimate or personal care*

- ensure that temporary or visiting staff have been trained in intimate and personal care procedures if it will be necessary to involve them in such activity

*This means that staff should:*

- adhere to their organisation's intimate and personal care and nappy changing policies
- make other staff aware of the task being undertaken
- always explain to the pupil what is happening before a care procedure begins
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers
- avoid any visually intrusive behaviour
- where there are changing rooms announce their intention of entering
- always consider the supervision needs of the pupils and only remain in the room where their needs require this

*This means that adults should not:*

- change or toilet in the presence or sight of pupils
- shower with pupils
- allow any adult to assist with intimate or personal care without confirmation from senior leaders that the individual is not barred from working in regulated activity
- assist with intimate or personal care tasks which the pupil is able to undertake independently