



**Intimate Care Policy  
March 2023**

**Monkston Primary School  
Intimate Care Policy**

**ADOPTION AND AMENDMENTS TO INTIMATE CARE POLICY**

Written September 2018

<b>Section</b>	<b>Governors Meeting or Committee</b>
Whole Document	LGB – October 2018
Whole Document	STL – November 2019
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Whole Document	STL – December 2021
Whole Document	LGB – March 2023

## **Monkston Primary School Intimate Care Policy**

### **INTIMATE CARE POLICY**

#### **Introduction**

Intimate care is any activity which is required to meet the personal care needs of each individual child, such as washing, dressing, cleaning up after any soiling, etc. In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care. The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs and highly aware of the need to safeguard children at all times. The child's dignity should always be preserved with a high level of privacy, choice and control. 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.

#### **Aims and Objectives**

Monkston 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. No child should be attended to in a way that causes distress or pain.

#### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The parents/carers of the child will be involved in the planning process. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Any child with intimate care needs 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 their selves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children (in partnership with their parents/carers) 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. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. 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. Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

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### **The Protection of Children**

Safeguarding policy and procedures will be strictly adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc) they will immediately report concerns as per school safeguarding procedures. If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, allegations will be investigated in accordance with the guidelines set out in the *Disciplinary policy*.

### **Children Wearing Nappies**

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

### **Health & Safety Guidance**

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

### **Special Needs**

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

### **Physical Contact**

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with pupils it will be:

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- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported. Extra caution may be needed where a child has previously suffered abuse or neglect. This may lead to staff being vulnerable to allegations of abuse. Many such children are needy and seek out inappropriate physical contact. In such circumstances staff should deter the child, seek witnesses and document and report the incident.

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### Appendix 1

#### Toileting plan discussion with parents/carers

Record of discussion with parents/carers

Pupil's name:..... DoB.....

Date of meeting:.....

Persons present.....

	Details	Agreed Action
Working towards independence E.g. taking pupil to toilet at timed intervals, rewards		
Arrangements for nappy changing E.g. who, where, privacy		
Level of assistance needed E.g. undressing, hand washing, dressing		
Moving and handling needs E.g. equipment, training needs, hoisting equipment		
Infection control E.g. wearing gloves, nappy disposal		
Sharing information E.g. nappy rash, infection, family/cultural customs		
Resources needed E.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

Review date.....

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**Appendix 2**

**Intimate care Plan**

Planning for intimate care (to be reviewed as required)

Pupil's name:..... DoB.....

Admission date .....

Factors for Consideration	Action Plan
Facilities Suitable toilet identified? Adaptations required? <ul style="list-style-type: none"> <li>• Changing table/bed</li> <li>• Grab rails</li> <li>• Step</li> <li>• Locker for supplies</li> <li>• Hot and cold water</li> <li>• Lever taps</li> <li>• Mirror at suitable height</li> <li>• Disposal unit/bin</li> <li>• Hoist</li> <li>• Other moving and handling equipment</li> <li>• Emergency alarm</li> <li>• Other</li> </ul>	
Family provided supplies <ul style="list-style-type: none"> <li>• Nappies/pads</li> <li>• Catheters</li> <li>• Wipes</li> <li>• Spare clothes</li> <li>• Other</li> </ul>	

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<p>School provided supplies</p> <ul style="list-style-type: none"> <li>• Toilet rolls</li> <li>• Antiseptic cleanser</li> <li>• Cloths/paper towels</li> <li>• Soap</li> <li>• Disposable gloves/aprons</li> <li>• Disposal sacks</li> <li>• Urine bottles</li> <li>• Bowl/bucket</li> <li>• Milton/sterilising fluid</li> <li>• Other</li> </ul>	
<p>Good practice</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advice sought from Health professionals?</li> <li><input type="checkbox"/> Moving and Handling Coordinator?</li> <li><input type="checkbox"/> Parent/carer views</li> <li><input type="checkbox"/> Pupil's views</li> <li><input type="checkbox"/> How does child communicate?</li> <li><input type="checkbox"/> Agree use of language to be used</li> <li><input type="checkbox"/> Preferences for gender of carer</li> <li><input type="checkbox"/> Training required for staff?</li> <li><input type="checkbox"/> Awareness raising for all staff</li> <li><input type="checkbox"/> Other</li> </ul>	
<p>PE issues</p> <ul style="list-style-type: none"> <li>• Discreet clothing required?</li> <li>• Privacy for changing?</li> <li>• Other</li> </ul> <p>Specific advice for swimming</p> <ul style="list-style-type: none"> <li>• From parents/carers</li> <li>• From Health professionals</li> <li>• Moving and Handling Coordinator</li> </ul>	



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<p>Support Designated staff Back-up staff Training for back-up staff Transport School visits After school clubs</p> <p>Toilet management/intimate care plan to be prepared</p> <ul style="list-style-type: none"><li>• By whom</li><li>• When</li><li>• To be reviewed when</li></ul>	
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# Intimate Care Policy

## Appendix 3

Permission form

Permission for school to provide intimate care

Pupil's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....

.....

.....

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....

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### Appendix 4

Recording sheet for those pupils not on an individual care plan

Record of intimate care intervention

Child's name..... DoB.....

Name(s) of staff involved.....

Date	Time	Procedure	Signature(s)	Comments