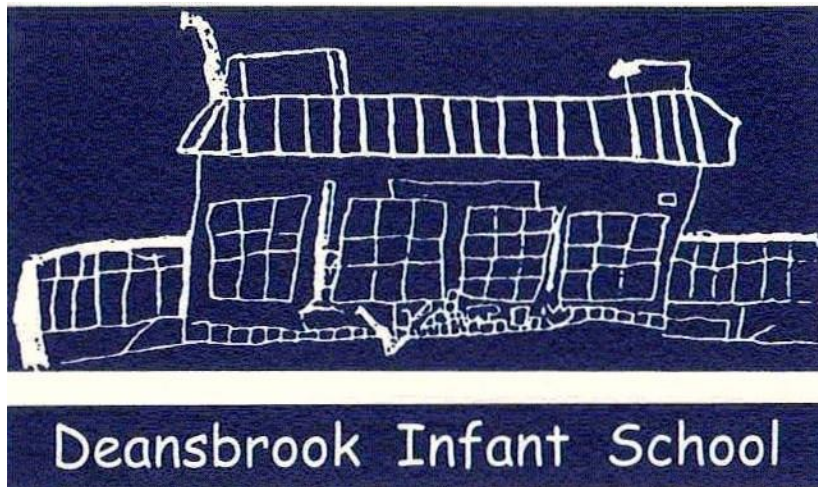


# Deansbrook Infant School



## Intimate Care Policy

Reviewed and ratified by the Governing Body: February 2024

Review Date: February 2026

## **Introduction**

Deansbrook Infant School is committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children in its care and the adults who work with them.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

## **Definition**

Intimate care is defined as any care which involves washing, touching or carrying out a hygiene procedure that most children carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care have been given a copy of this policy and are fully aware of best practice.

Where appropriate, staff are trained in Moving and Handling and where specialist equipment and facilities are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any pupil requiring regular intimate care (Appendix 1).
- No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. In most cases, a pupil will be cared for by one adult.
- An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated via the green form (Appendix 2).
- Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case. A record book will be kept in the Welfare room (see Appendix 3)
- All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.
- When a child soils themselves, staff should follow Procedures for children who soil themselves document (Appendix 4)

### **Child Protection**

The Governors and staff of Deansbrook Infant School recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

The normal process of cleaning and changing a child who has wet/soiled themselves should not raise child protection concerns, and there are no regulations to indicate that a second member of staff should be present to ensure that abuse does not take place. OFSTED and DBS checks are carried out to ensure the safety of children with staff employed in settings and schools. Parents, carers and students on placement should not change any child. Staff are encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

### **Children wearing Nappies**

- Parents/carers are provided with information about our policy and practice in school. This information includes a simple agreement form for parents/carers to sign (Appendix 5) outlining who will be responsible for changing the child and when and where this will be carried out. This

agreement allows the school and the parent/carer to be aware of all the issues surrounding this task right from the outset.

- The dignity and privacy of the child should be of paramount concern. In Nursery the disabled toilet area is used for changing nappies. In the main school, the disabled toilet is also designated as the nappy changing area.
- Parents/carers have a role to play when their child is still wearing nappies. The parent/carer should provide disposable nappies, disposal bags, wipes; changing mat etc. and the parent/carer should be made aware of this responsibility. At the discretion of the Headteacher, some of this equipment may be provided by school. The school is responsible for providing gloves, plastic aprons, a bin, non-allergic wet wipes, and liners to dispose of any waste.
- The school will support children in developing independence in changing or cleaning themselves and will seek guidance and support from the Health Visitor or School Nurse if necessary.

### **Health & Safety**

Staff should wear a plastic 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 polythene waste disposal bag, which can be sealed. This bag should then be placed in a nappy bin provided by a waste management company which is designed for the disposal of such waste. The bin should be collected regularly as part of the waste management collection service.

### **Special Educational Needs**

Children with special educational needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a disability or learning difficulty must be considered with regard to individual teaching and IEPs for each child.

Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child. Regardless of age and ability, the views and/or emotional responses of children with special educational needs should be actively sought in regular reviews of these arrangements

### **Monitoring and Review**

This effectiveness of this policy will be monitored by the Headteacher.

**Appendix 1**

# Intimate Care Plan

Date:

Child:

DOB:

Male / Female

**Description of Intimate Care Needs**

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.

**Parent/Carer signature:**

**Date:**

**Deansbrook Infant School**

Dear Parent/Carer

Your child ..... Class .....  
has soiled/wet themselves today.

- they changed their clothes independently
- they changed their clothes with adult support
- they were changed by an adult

In your child's bag you will find soiled/wet clothes.

Would you kindly return any items of school clothing loaned to your child after they have been washed.

Thank you.

Yours sincerely,

Headteacher

### Record of providing intimate care to a child

Date	Time	Name of Child	Class	Incident eg wet/soiled	Staff providing care

## **Appendix 4**

### **Procedures for children who soil themselves**

- All children should be changed as soon as possible after an accident
- If a child has had diarrhoea ask another member of staff to telephone the parent/carer
- The child should be taken to the toilet area and given as much privacy as possible
- Stand the child on newspaper if there is some available
- The adult must wear a plastic apron and gloves
- Ask the child to remove his/her soiled clothes (the adult may need to assist the child with this)
- Put the soiled clothes into a plastic bag
- Pass the child toilet paper or wet wipes so that they can wipe themselves
- Put any soiled wet wipes in a plastic bag and bin in the yellow bin bag.
- Do not flush wet wipes down the toilet.
- If the child requires help cleaning themselves ask another member of staff to come within view of where you are cleaning the child
- If you are in the nursery if maybe necessary to ask all the other nursery children to go into the garden area or bring all the children inside and one member of staff can read a story to them on the carpet
- Once a second member of staff is present continue to help the child clean him/herself asking the child to clean their genital areas themselves
- Encourage the child to wipe themselves – talk through what they need to do, using gestures to help.
- If using toilet paper flush the toilet regularly to prevent toilet from blocking
- Ensure that child washes hands thoroughly after they have cleaned themselves
- Give the child clean clothes to wear and help him/her to dress
- If the child is going home, sit them comfortably, away from the other children so as not to risk cross infection
- If the child is not going home they can return to their activities
- Record the incident in the book stating the date and time, who cleaned and changed the child and who assisted
- Any soiled clothes should be returned to the parents when the child is picked up from nursery – to avoid an overpowering odour, these should be left outside until the parent/carer arrives



**Appendix 5**

**Parent agreement form for children who wear nappies**

Dear Parent/Carer

Your child currently wears nappies to nursery/school

We will support your child in developing independence in changing/cleaning themselves.

Attached is our Intimate Care Policy for you to read. Please sign and return the slip below.

Yours sincerely



Headteacher

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**Intimate Care Agreement**

Child's Name:..... Class: .....

I agree to a member of staff changing my child if they are wet or soiled.

I have read the Intimate Care Policy and agree to my child being supported to develop independence in changing/cleaning themselves.

Parent's signature ..... Date.....