



Full Governors
25.09.24

Signed
[Signature]

Intimate Care Policy

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. 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 a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive area and requires staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choices and control. There shall be a high awareness of safeguarding issues (see Child Protection and Safeguarding Policy). 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.

Portway Infant 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. Portway Infant School recognises 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.

Legal framework

This policy has due regard to the relevant legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- DfE (2023) 'Keeping children safe in education'

Our approach

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 are of paramount importance. Staff who provide intimate care are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

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 themselves 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 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. Wherever 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.

Intimate care arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation (see Equality, Equity, Diversity and Inclusion Policy).

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection and Safeguarding Policy).

Safeguarding

The normal process of changing a nappy should not raise safeguarding concerns and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. Enhanced DBS checks are carried out to ensure the safety of the children with staff employed in childcare and education settings. In exceptional circumstances, if there is a known risk of false allegation then a single practitioner should not undertake nappy changing.

School staff remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site.

Procedures

- Staff will wear disposable gloves and aprons when dealing with the incident
- Any nappies/creams will be provided by the parent.
- Soiled nappies are to be double wrapped
- The changing area will be cleaned after use.
- Hot water and liquid soap will be available to wash hands as soon as the task is completed.
- Paper towels will be available for hand drying.
- Children will be changed in the children's toilets, standing up in the toilet area if appropriate.

If a child can clean and change themselves then only one staff member needs to be present. However, and whilst we acknowledge that the normal process of changing a nappy should not raise safeguarding concerns and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process, if the child is unable to clean and change themselves then a second staff member must be present and also countersign the intimate care record (appendix 1). This is to further protect both the child and staff member involved.

If a child is unduly distressed by the experience or, if a staff member notices any marks or injuries, the parent and social care will be informed in line with school policy. These procedures will also be adhered to when a child is sick on the premises.

Parental Responsibility

- Parents will be asked to complete permission forms for the school to provide intimate care.
- The child will have a toilet management plan agreed with the parent and a working towards independence record.
- The parent will sign an agreement between the school and the child on the child's behalf when they join school
- A record of Intimate Care Intervention will be kept.
- A record of agencies involved, if the child has specific medical needs, will be kept.

Asking a parent to come and change a child is a direct contravention of the Disability Discrimination Act and leaving a child in a soiled nappy or underwear for any length of time pending the return of the parent is a form of abuse and wholly unacceptable.

Links with other policies:

- Allegations
- Child Protection and Safeguarding
- Equality, Equity, Diversity and Inclusion

Portway Infant School is committed to safeguarding and promoting the welfare of children.

Autumn 2024

To be reviewed autumn 2025

Appendix 1



Record of Intimate Care Intervention

[illegible]

