



Headteacher – Miss H Kearsley

# INTIMATE CARE POLICY

## 2023-24

|                                       |                |
|---------------------------------------|----------------|
| Date written:                         | September 2023 |
| Date approved if applicable:          |                |
| Date to review:                       |                |
| Staff member responsible:             |                |
| Governor responsible (if applicable): |                |

# HILTON LANE PRIMARY SCHOOL – INTIMATE CARE POLICY – 2023-2024

## **Version Control**

| Version | Date           | Change Description | Stored                      |
|---------|----------------|--------------------|-----------------------------|
| 1       | September 2023 | New policy         | Cpoms library and one drive |
|         |                |                    |                             |
|         |                |                    |                             |
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## 1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

## 2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

## 3. Role of parents/carers

### 3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

### 3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

### 3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

#### **4. Role of staff**

##### **4.1 Which staff will be responsible**

Any staff member in school, who is responsible for the care of children, are responsible for providing intimate care where needed.

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

##### **4.2 How staff will be trained**

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school (see appendix 3)
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

#### **5. Intimate care procedures**

##### **5.1 How procedures will happen**

Wherever possible, two members of staff will complete intimate care. However, due to the day to day running of school and staff availability, this may be one member of staff. When there is one member of staff, another member of staff will be in close vicinity i.e. ear shot.

All staff in school have enhanced DBS checks. No volunteers or visitors will provide intimate care.

Intimate care will be logged on the recording sheet provided (see appendix 3)

Procedures will be carried out in various places dependent upon the class of the child. The school does not have a specific changing area or hygiene room.

When carrying out procedures, the school will provide staff with:

- Protective gloves (first aid gloves)
- Changing mat
- Cleaning wipes
- Appropriate disposal bins
- All other resources, such as nappies, wipes, nappy bags etc, should be provided by the parent/carer.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

## **5.2 Concerns about safeguarding**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to Hayley Kearsley - Headteacher.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

## **6. Monitoring arrangements**

This policy will be reviewed by Hayley Kearsley – Headteacher annually, or before is required. At every review, the policy will be approved by Governing Board as an additional non statutory policy.

## **7. Links with other policies**

This policy links to the following policies and procedures:

- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions

**Appendix 1: intimate care plan**

| PARENTS/CARERS  |  |
|---|--|
| Name of child   |  |
| Type of intimate care needed  |  |
| How often care will be given  |  |
| What training staff will be given   |  |
| Where care will take place  |  |
| What resources and equipment will be used, and who will provide them  |  |
| How procedures will differ if taking place on a trip or outing  |  |
| Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan |  |
| Name of parent or carer   |  |
| Relationship to child   |  |
| Signature of parent or carer  |  |
| Date  |  |
| CHILD   |  |
| How many members of staff would you like to help?   |  |
| Do you mind having a chat when you are being changed or washed?   |  |
| Signature of child  |  |
| Date  |  |

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

**Appendix 2: template parent/carer consent form**

| PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE   |                          |
|--|--------------------------|
| Name of child  |                          |
| Date of birth  |                          |
| Name of parent/carer   |                          |
| Address  |                          |
| I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)   | <input type="checkbox"/> |
| I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)   | <input type="checkbox"/> |
| I understand the procedures that will be carried out and will contact the school immediately if I have any concerns  | <input type="checkbox"/> |
| <p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p> | <input type="checkbox"/> |
| Parent/carer signature   |                          |
| Name of parent/carer   |                          |
| Relationship to child  |                          |
| Date   |                          |





**Appendix 3 – Intimate Care Risk Assessment**

## RISK ASSESSMENT

DATE RISK ASSESSMENT PREPARED: September 2023

**ACTIVITY:** Intimate Care of Pupil**VENUE DETAILS:** Hilton Lane Primary School – School and Nursery locations

| HAZARDS                  | CONTROL MEASURES  | ADDITIONAL INFORMATION |
|--------------------------|---|------------------------|
| Child's right to privacy | <ul style="list-style-type: none"> <li>• Ensure adequate screening but not isolation</li> <li>• Separate changing facilities where possible (male/female)</li> <li>• Encourage child to dry and change themselves where possible</li> <li>• Remove clothing from lower body first</li> <li>• Ensure lower regions are covered before removing garments from upper body if / when required</li> </ul>  |                        |
| Safety of Staff          | <ul style="list-style-type: none"> <li>• Ensure that you have a clear plan for dressing and undressing child</li> <li>• Ensure parent/carer has signed Intimate Care Plan for school staff to provide intimate care</li> <li>• If it is not possible for 2 staff members to be present the member of staff concerned should inform another adult when they are going to assist the child. Another member of staff should be in close vicinity i.e. ear shot</li> <li>• Ensure that you are aware of the school's safeguarding procedures and policy</li> <li>• Ensure staff are aware of and have fully understood the Intimate Care Policy</li> <li>• Staff will be fully trained where appropriate in any specific types of intimate care they undertake</li> <li>• All staff in school have enhanced DBS checks, no volunteers or visitors will provide intimate care</li> <li>• Intimate care will be logged per child on the recording sheet provided in the Intimate Care Policy</li> <li>• Staff to use appropriate PPE which is provided</li> <li>• If possible, alternate staff members attending to pupils to avoid over-familiar relationships from developing</li> <li>• Follow swimming pool procedures</li> </ul> |                        |
| Off Site Activities      | <ul style="list-style-type: none"> <li>• Ensure that child has change of clothes</li> </ul>   |                        |

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|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• Ensure that carer carries adequate wipes etc in case of accidents</li><li>• If travelling arrange with organiser and driver to stop at the next available services</li><li>• Be as discreet as possible so as to avoid any undue stress or embarrassment to the pupil</li><li>• Ensure enough black bags are available for any soiled clothes.</li></ul> |  |
|--|--|--|

**RISK ASSESSMENT REVIEWED BY: N Anderson**

**NAME OF SCHOOL:** Hilton Lane Primary School

**DATE OF REVIEW:** September 2024



## Appendix 4 – Intimate Care Record Log

This must be completed each time a child is supported with intimate care.

[illegible]