



## Intimate Care Policy

Adopted by the Governing Board

Chair of Governors

Signed:

Date: 9/12/22

Head teacher

Signed:

Date: 9/12/22

Date of publication: December 2022

First Review: December 2024

## Exhall Junior School

### INTIMATE CARE POLICY

All children at Exhall Junior School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of Exhall Junior School.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Accessibility policy.

This policy supports the safeguarding and welfare requirements Keeping Children Safe in Education (KCSIE) 2022 and the Disability Discrimination Act 2005: Exhall Junior School will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

**Intimate Care Tasks** – cover any task that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area. **See Appendix 1 for an Intimate Care and Toileting Log**

**Partnership with Parents/Carers** – Staff at Exhall Junior School work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan and sign the Intimate Care Agreement form – **See Appendix 2**. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required , reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:-

- Spare nappies (if required)
- Wipes, creams, nappy sacks etc

- Spare Clothes
- Spare underwear

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff will encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in our setting must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

**Safeguarding** – Staff are trained on the signs and symptoms of child abuse and attend annual training on the KCSIE.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc., they will inform one of the Designated Safeguarding Leads (DSL's) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL/Headteacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the DSL/Headteacher will seek advice from other agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff should wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with. Any items used for protection or cleaning purposes will be disposed of in accordance with our Health and Safety Policy, this is usually in the sanitary bin located in the disabled toilet.

All staff will maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees or staff do not work outside the remit of their responsibilities set out in this policy.

This is not a statutory policy and will be reviewed at an appropriate time not later than two years after ratification by the governing board.

This policy has been approved by the Governing board

**Policy signed:** \_\_\_\_\_ (Chair of Governors) **Date:** \_\_\_\_\_

**Policy signed:** \_\_\_\_\_ (Head Teacher) **Date:** \_\_\_\_\_

**Appendix 1 – Intimate Care and Toileting Log**





# Exhall Junior School

Head Teacher: Mr R. Mann



## Intimate Care Agreement

In order to best meet the needs of your child/ren when they are with us, we would like to set up an individual agreement between parents and the school with regard to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which children are unable to do for themselves arising from the child's stage of development.

Intimate care may involve helping with drinking, eating, dressing, toileting, or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene.

Staff at Exhall Junior School providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. All school staff are supported and trained so that they feel confident in their practice.

Name of child .....

- I give permission for Exhall Junior School to provide appropriate intimate care to my child.
- I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.
- I will contact my child's teacher if there are any issues I would like to discuss.

Signed ..... Parent/Carer ..... Date.

Signed ..... Class Teacher ..... Date.  
(On behalf of staff employed at Exhall Junior School)