



# THE ABBEY CE VA PRIMARY SCHOOL

*Together we learn, we care, we achieve –  
for ourselves, for each other, and for the community in which we live.*

## Intimate Care Policy

**Policy reviewed and adopted date: September 2024**

**Policy review date: November 2027**

### Introduction

This intimate care policy should be read in conjunction with the school's policies as below:

- Safeguarding Policy and Child Protection Procedures
- Staff Code of Conduct and Guidance on Safer Working Practice
- Whistleblowing Policy
- Health and Safety Policy
- Special Educational Needs Policy
- RPI (Restrictive, Physical intervention) Policy

The Abbey CE VA Primary School and the Board of Governors 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. It is acknowledged that these adults are in a position of great trust. This policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves), to intimate personal areas. Most children can carry this out for themselves, but some are unable to do so due to physical disability, special educational needs, medical needs or needs arising from the child's stage of development.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. 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.

The Abbey CE VA 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. The Abbey CE VA Primary 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.

Staff will work in close partnership with parents/carers and other professionals to share appropriate information and provide continuity of care. Where children with complex and/or long-term health conditions have an individual healthcare plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.

## **Our approach to best practice**

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 is of paramount importance.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's intimate care plan, if appropriate. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

- Either teachers or teaching assistants will support a child after a toileting accident, dependent on staff deployment at that particular time.
- The staff member will ensure the changing from toileting accidents takes place discreetly with the toilet area of the classroom environment.
- In the case of a child who is still wearing nappies/pull ups, or where significant intervention will be needed, the child will be changed in the accessible toilet, out of class.
- In the case of a child who is still wearing nappies or pull ups, or where significant intervention will be needed, at all possible times two members of staff will be present when changing the child.
- Staff will talk to the child before they begin about what they are going to do and a verbal dialogue will be kept going throughout, promoting independence.
- 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 him/herself as he/she can.
- The child will stand wherever possible, including when changing nappies/pull ups.
- Wipes, nappy bags, nappies and clean clothes are to be provided by parents.
- Nappies will be disposed of in a nappy bin at school.
- When accidents occur, soiled clothes will be placed in a bag and sent home with the child at the end of the day.
- Staff members will wear disposable gloves whilst supporting a child during changing.

- Where a child is unduly distressed by the experience and is inconsolable the parents of that child will be called.
- Parents will also be called where staff members are not able to clean the child to an appropriate level of hygiene to complete their day in school.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- If a staff member notices marks or injuries on a child whilst changing, they will record this and report this to a DSL where appropriate.

## **Working in Partnership**

Building strong partnerships with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Parents are encouraged to work with staff to ensure their child's needs are identified, understood and met. Where appropriate this will include involvement with Education, Health Care plans and Pupil Profiles and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents is essential.

Other professionals can help with advice and support. The School Nurse or Family Health Visitors have expertise in this particular area and can support parents to implement toilet training programmes. Health care professionals can also carry out a full health assessment in order to rule out any medical cause of incontinence.

## **Special Needs**

Children who require regular assistance with intimate care have written Learning Passports, EHC plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally the plan should be agreed at a meeting at which all key staff, parents/carers and the child should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed regularly including at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a health professional (e.g. Physiotherapist, Occupational Therapist)

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the organisation should be easily understood and recorded.

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

### **Personal / Intimate Care Management Plan**

Name of Child			
Date of Birth			
SEN Information			
Details of Assistance			
Facilities and Equipment Needed			
Staff identified as Key Support			
Date for Review			
Name of SLT		Signature of SLT	

Name of Parent		Signature of Parent	
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