



**Forest Glade Primary School**

**Intimate Care Policy**

**2024-2027**

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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

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

## **2. Legislation and statutory guidance**

This policy complies with statutory safeguarding guidance.

Definition of Disability in the Equality Act The Equality Act 2010 provides protection for anyone who has a physical, sensory or mental impairment that has a substantial and long term effect on his/her ability to carry out normal day-to-day activities. It is clear therefore that anyone with a named condition that affects aspects of personal development must not be discriminated against. However, it is also unacceptable to refuse admission to other children who are delayed in achieving continence. Delayed continence is not necessarily linked with learning difficulties. However, children with global developmental delay which may not have been identified by the time they enter nursery or school are likely to be late coming out of nappies. Education providers have an obligation to meet the needs of children with delayed personal development in the same way as they would meet the individual needs of children with delayed language, or any other kind of delayed development. Children should not be excluded from normal preschool activities solely because of incontinence.

## **3. Role of parents/carers**

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, an intimate care plan will be created in discussion with parents/carers.

Where there isn't an intimate care plan or parental consent for routine care in place, parents/carers will be contacted to perform intimate care.

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.

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 annually, even if no changes are necessary, and updated, as well as whenever there are changes to a pupil's needs or at a parent's/carer's request.

See appendix 2 for a blank template plan to see what this will cover.

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

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.

Staff receive:

- Regular safeguarding training
- Intimate care training where appropriate
- 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
- Hygiene and health and safety procedures

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

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

The normal process of changing a nappy should not raise child protection 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. Criminal record checks are carried out to ensure the safety of children with staff employed in childcare and education settings. As a school we remain highly vigilant for any signs or symptom of improper practice, as they do for all activities carried out on site.

Intimate care will be carried out in a toilet cubicle either in the Nursery classroom or our disabled toilet in the Key Stage 2 building.

When carrying out intimate care, the school will provide staff with:

- Protective gloves
- Disinfectant wipes
- Changing mats
- Bins

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, wipes, 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.

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 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.

**Appendix 1: Template parent/carer consent form for intimate care**



**Consent Form – Provision of Intimate Care**

If a child wets or soils themselves while they are in school, it is important that measures are taken to have them changed and cleaned as quickly as possible.

We have an Intimate Care Policy which is available to view on our website.

**Please tick and sign to show your consent below:**

I give consent for my child to be changed and cleaned by school staff if they wet/soil themselves while in the care of Forest Glade Primary School.	Yes	
	No	

**If you tick No to the above, we will discuss with you how, if the occasion arises, your child will be looked after. Please read the following statement:**

If my child wets or soils themselves, the school will contact the parents/carers or other emergency contacts on their school record to organise for my child to be cleaned and changed.

I understand that in the event that I, or other emergency contacts, cannot be contacted, if my child needs urgent intimate care, staff will need to provide this for my child's welfare and to ensure they are comfortable.

<b>Child's name</b>	
<b>Name of parent/carer signing</b>	
<b>Signature of parent/carer</b>	
<b>Date</b>	

## Appendix 2: Template Intimate Care Plan



### Intimate Care Plan

<b>Child's name</b>	
<b>Date the plan was last reviewed</b>	

<b>Medical diagnosis or condition</b>	
<b>Medication linked to toileting</b>	
<b>Type of intimate care needed</b>	
<b>How often care will be given</b>	
<b>Where care will take place</b>	
<b>Resources/equipment that will be used</b>	
<b>Arrangements for school trips</b>	
<b>Staff that will carry out any care</b>	

<b>Name of parent/ carer</b>	
<b>Relationship to the child</b>	
<b>Signature of parent/ carer</b>	
<b>Date</b>	

<b>Signature of child</b>	
<b>Date</b>	

This plan will be reviewed annually unless an update is given from parents.