

# Lever Edge Primary Academy



## Intimate Care/ Close Personal Contact

Reviewed Autumn Term 2024



## Introduction

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed.

At Lever Edge Primary Academy, all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such, welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

## Aims

This policy aims to ensure that:

- we safeguard the dignity, rights and wellbeing of all children and young people including those who may be more vulnerable to abuse
- we provide guidance and reassurance to staff whose duties may include intimate care
- we assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration
- we remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- 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

## **Legislation and statutory guidance**

This policy complies with [statutory safeguarding guidance](#).  
It also complies with our funding agreement and articles of association.

## **Our Approach to Best Practice**

Individual intimate care plans will be drawn up for particular children, as appropriate, to suit the circumstances of the child. We will work with parents of a child, who requires intimate care, to establish a preferred procedure for supporting the child. Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training. Staff members who are known to the child will take on that responsibility for changing children. The staff member who is involved, will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence possible given their age and ability.

Careful consideration will be given to each child's situation in determining how many carers might need to be present when a child is toileted.  
Where possible, one child will be cared for by one adult unless there is a sound reason for having more adults present. It is the parent's responsibility to provide nappies, disposal bags and wipes.

## **Working with Parents**

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents, as is prior permission (see Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children, with individual care plans, it will be recorded on their own personal record (see appendix 4). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

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.

### **Role of staff**

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

Any roles who may carry out intimate care will have this set out in their job description. 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.

#### **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
  - Hygiene and health and safety procedures

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

### **Showers/Changing Clothes**

Children are entitled to respect and privacy when changing clothes or taking a shower. However, there must be the required level of supervision to safeguard children with regards to health and safety considerations. Adults should announce their intention of entering the changing room, avoid remaining in the changing room unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore, staff need to be vigilant about their own conduct. e.g. must not change in the same place as children or shower with children.

### **Oral Hygiene**

Staff may assist children to clean teeth, if so requested.

## **Nappy Changing, Soiling and Toileting Policy**

We work with parents/carers towards toilet training, unless there is a medical or development reason why this may not be appropriate at the time.

School does not provide nappies, creams or wipes.

Parents are asked beforehand to provide enough nappies, creams and wipes for each session that their child attends.

The children's nappies will be kept with the child's name on. The child's items are kept in their named bag on their peg.

Nappies are checked at 2-hour intervals and changed throughout the session as required.

We see toilet training as a self-care skill that children will have the opportunity to learn, with the full support and non-judgemental concern of adults.

All children are free to go to the toilet during the session, with help or supervision, if required.

Staff will work with parents towards toilet training when their child is ready.

## **Guidelines for Changing Children**

- If possible children should be changed standing up or using the variable height changing table (disabled toilet) to avoid staff lifting children. In the Three Year Old Nursery, if the child is in a full nappy, the child will be changed on a change mat within the appropriate children's toilet
- The child's skin should be cleaned with a disposable wipe
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents). They must not be shared
- Disposable gloves, apron and mask should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner
- Any soiled or damp clothing should be placed in a yellow plastic carrier bag located in the disabled toilet, and sent home with the child
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste
- Hands should be thoroughly washed afterwards
- The intimate care record should be completed

## **The Protection of Children**

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them, are less vulnerable to abuse.

- If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will follow the school's safeguarding procedures.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.
- 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 the 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.

## **Allegations of Abuse**

Personnel working in intimate situations with children can feel particularly vulnerable. This school policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

## **Policies**

These guidelines should be read in conjunction with the following policies:

- Accessibility Plan
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Supporting Children with Medical Needs Policy
- SEND Policy

The Board of Trustees reviews this policy every two years. The Trustees may, however, review the policy earlier than this, if the government introduces new regulations, or if the Trustees receive recommendations on how the policy might be improved.

## Appendix 1: Template parent/carer consent form

Dear Parents,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that at all times, your child's needs are met in a professional and dignified manner. I would be grateful if, once you have read the guidelines, you sign and return the slip below agreeing to the school carrying out 'intimate care' procedures, where necessary.

Yours sincerely,

Mrs K James  
Headteacher

Permission for school to provide intimate care	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
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"/>
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). 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). 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.	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	





**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 (As appropriate)**

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: