



# Lings Primary School

## Intimate Care Policy

Committee/Person responsible	Jo Whiting (Inclusion Lead)
Date approved	Approved by Local Governing Body 30 <sup>th</sup> January 2024
Renewal date	September 2024
Chair of Governor's signature	Sally Perkins

Reviewed September 2023 – no changes made (Jo Whiting, Inclusion Lead)

### **Introduction:**

There are times when a child may require a change of clothes whilst at Lings Primary School or during residential visits or educational visits. The purpose of this policy is to provide clear guidelines and procedures for providing intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within the school.

### **Aims of the Policy:**

To include all young children in activities regardless of their ability to manage their own personal care.

To safeguard the rights and promote the welfare of children.

To provide guidance and reassurance to staff whose role includes intimate care.

To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.

That no child is discriminated against.

### **Intimate care is one of the following:**

Supporting a pupil with dressing/undressing.

Providing comfort or support for a distressed pupil.

Assisting a pupil requiring medical care, who is not able to carry this out unaided.

Cleaning a pupil who has soiled him/herself, has vomited or feels unwell.

### **Who will undertake Intimate Care?**

Intimate care is only to be carried out by named full DBS checked staff and **not** visitors, volunteers or parents/carers other than the child's own.

In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However, this is not always possible, so another member of staff may need to carry out the procedure.

As we do not allow people other than staff members to change children, the child will know who is changing them and will have seen them before.

The experience is made as pleasant for the child as possible by ensuring that they are spoken to at all times with reassurance, provided with as many opportunities to be

independent and praised for this. This can be used as an opportunity to chat/count/sing songs with the child about their learning experiences.

**Intimate Care procedures (See Appendix 1):**

Intimate care will usually take place in the toilets which are private enough to respect the child's dignity, but also allow the adult to be seen at all times to prevent them from allegations or bringing their behaviour into question. In some areas of the school, intimate care may take place in a room rather than a toilet, but the child's dignity will always be prioritised. For example in our Pre-School, nappy changes take place in the Skylark room but a privacy screen is used to respect the child's dignity.

In Early Years, all intimate care procedures carried out are recorded on the daily log sheet and signed by the persons carrying out the procedure, detailing the procedure carried out and any notes e.g. if child was upset or a rash was present. (See Appendix 2). The daily log sheets are kept securely by the class teacher.

If a child refuses staff assistance a parent or carer will be called. In these instances the child will be cared for by a member of staff until the parent arrives.

If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home if the child is distressed or unwell. In these instances the child will be cared for by a member of staff until the parent arrives.

**Safeguarding:**

Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding policy.

**Intimate Care Safeguarding Procedures:**

Staff will discreetly inform other key workers that they are taking a child to the toilet to change.

Each instance of intimate care will be recorded by the adult(s) who completed it. Details recorded will include: - what personal care tasks were carried out - by who - the time and date it was completed (Appendix 2).

If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to a senior member of staff and recorded.

Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately.

If necessary, Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.

**Intimate care in EYFS:**

Starting nursery or school has always been an important and potentially challenging

transition as children become used to their new environment, the adults and other children. It is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons young children in the EYFS may:

- not be fully toilet trained across all settings
- be fully toilet trained at home but prone to accidents in new settings
- be on the point of being toilet trained but require reminders and encouragement
- not be toilet trained at all but likely to respond quickly to a well- structured toilet training programme
- be fully toilet trained but have a serious disability or learning difficulty
- have delayed onset of full toilet training in line with other development delays but will probably master these skills during the Foundation Stage
- have SEND and might require help (during the Foundation Stage and beyond) with all or some aspects of personal care such as washing, dressing or toileting.

### **Children wearing nappies/toilet training:**

If a child starting pre-school or school requires help to meet his/her own toileting needs, the staff member can support the child according to his/her ability to use a toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.

When supporting a child that needs to be changed, the staff member will approach the child and explain that they would need to clean and change them into some clean dry clothes.

If a child requires nappies/pull-ups, the parent would be requested to provide them. School will keep a supply in the event that they are needed.

### **Care Plans:**

Where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident'), staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily. **(See NPAT Medication Policy and Procedures 2019)**

### **Parental Responsibilities:**

At Lings Primary School we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- If a child requires support in training to meet their own toileting needs, parents are required to sign Lings Primary School Intimate Care Agreement. (see Appendix 3)



# Lings Primary School

## Appendix 1

### **Intimate Care Procedures**

Staff should always wear an apron and gloves when dealing with a child who is being changed.

The staff member will talk through with the child what they are about to do so that they are happy and understand. If a child is capable of doing so they can help with the removal of any clothing.

Wet/soiled clothing will be put into a bag so that they can be sent home. School have a supply of spare clothes which will be used to change the child, (unless the child has a care plan and parents provided school with spare clothes for their child).

Staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.

Staff will supervise the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the class room to continue with their activities/play.

Parents will be informed of intimate care.





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## Appendix 3

### Lings Primary School Intimate Care Agreement

Childs name.....Class.....

I give permission for Lings to provide appropriate intimate care to support my child when changing soiled clothes or toileting if required.

I understand and agree the procedures that will be followed when my child is changed at school.

I agree to inform the school should my child have any marks/rash.

I understand that I will be asked to collect my child from school if my child shows symptoms of illness or indications of ill health.

I understand that if my child refuses staff assistance I will be called and asked to collect or change my child into clean clothing.

Signed: ..... (Parent/Carer)      Date.....

Name (print).....