



Elmsleigh
INFANT & NURSERY SCHOOL

Grow to be the best we can be

Intimate Care Policy

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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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010

Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account

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

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

Legislation and statutory guidance

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

Role of parents

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents 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 (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents 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 afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents 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 will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes intervention assistants, lunchtime supervisors and teachers.

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.

4.2 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 is 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.

Intimate care procedures

6.1 How procedures will happen

Staff who provide intimate care at Elmsleigh Infant & Nursery School are DBS checked and do not need an additional member of staff present when changing individual children. This is to ensure a timely response to pupil need, as requiring additional staff to be present could compromise our ability to act swiftly.

Procedures will be carried out in the disabled toilets with changing tables, either outside Nursery or in the Rainbow Room. An additional member of staff will be made aware when intimate care takes place.

When carrying out procedures, the school will provide staff with:

- Changing tables
- Disposable gloves
- Hazardous waste bin

For pupils needing routine intimate care, the school expects parents 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 at the end of the day.

6.2 Concerns about safeguarding

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 is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the child's class teacher and follow our protocols for first aid and injury.

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.

Monitoring arrangements

This policy will be reviewed by the SENDCO every 2 years. At every review, the policy will be approved by the Governing Board.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Safeguarding Policy
- Health and Safety Policy
- SEN Policy
- Supporting pupils with Medical Conditions

Appendix 1: Intimate Care Plan

NAME:			
DATE OF BIRTH:		DATE OF PLAN:	
YEAR GROUP:		REVIEW DATE:	
Supporting professionals e.g. Contenance Advisor, school nurse etc			Contact details
Name	Role		Contact
What care do I need?		How often and at what times / other details?	
I am in nappies			
I am toilet training			
I need help to toilet			
I need help to access the toilet, but can manage on my own			
Additional training required			
Who will help me?			
Name (1 st person):		Name: (2 nd person)	
Signed		Signed	
<ul style="list-style-type: none"> • I will stop what I am doing to help you in the toilet as soon as you ask me. • I will avoid all unnecessary delays. When you use our agreed emergency signal, I will stop what I am doing and come and help. • I will treat you with respect and ensure privacy and dignity at all times • I will ask permission before touching you or your clothing • I will check you are as comfortable as possible both physically and emotionally • If I am working with a colleague to help you I will ensure we will talk in a way that does not embarrass you • I will look and listen carefully if there is something you would like to change about your Toilet Management Plan 			
As the supported child, I agree:			
<ul style="list-style-type: none"> • I will try, whenever possible to let you know a few minutes in advance, that I am going to need the toilet so that you can make yourself available and be prepared to help me. • I will try to use the toilet at break time or at the agreed times. • I will only use the agreed emergency signal for real emergencies. • I will tell you if I want you to stay in the room or stay with me in the toilet. • I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed. • I may talk to other trusted people about how you help me. They too will let you know what I would like to change. 			
Intimate care progression			
I can already....		I will try to...	

Appendix 2: Parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
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 any training required, or 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"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>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).</p> <p>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.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	