



# Keep Hatch Primary School

## Keep Hatch Primary School Intimate Care Policy

**Date Ratified: June 2022**  
**Review Date: May 2025**

### Approval

<b>Signed by Chair of LGB</b>	R. Ewers
<b>Date of Approval/Adoption</b>	June 2022
<b>Date of Review</b>	May 2025

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## 1 Aims

This policy aims to ensure that in schools in the Frays Academy Trust:

- 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 Equality 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. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but we recognise that some are unable to due to physical disability, learning disability, medical needs or needs arising from the child's stage of development.

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; we welcome all children to participate in our school and we 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. The religious views, beliefs and cultural values of children and their families will be taken into account.

## 2 Legislation and statutory guidance

This policy complies with statutory safeguarding guidance as set out in [Keeping Children Safe in Education](#).

## 3 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 (a template form is included as Appendix 1).

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 (see section 3.2 below).

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 and 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 2 for a template intimate care plan.

### **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.

## **4 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 designated Teaching Assistants, staff with a first aid responsibility, Deputy Headteacher and SENDCo.

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, including those related to COVID-19;
- They will also be encouraged to seek further advice as needed.

## **5 Intimate care procedures**

### **5.1 How procedures will happen**

Two members of staff will be present when intimate care takes place.

Procedures will be carried out in one of the designated disabled toilets around the school.

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

- When carrying out procedures, the school will provide staff with: protective gloves, disposable wipes, plastic apron, sanitising gel, cleaning supplies and bins.
- If possible, children should be changed standing up to avoid staff lifting children.
- The child's skin should be cleaned with disposable wipes. If a child is extremely soiled it may be necessary to help them to wash/shower to ensure they are fully clean.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents) and they must not be shared.
- Disposable gloves 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 plastic carrier bag in the bin provided in the first aid room by the main entrance to the school.
- 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 in a yellow bin.
- Hands should be thoroughly washed afterwards and sanitising gel applied.
- The intimate care record will be completed.

A template intimate care record is included as Appendix 3.

Further information on infection prevention and control is available within our Health and Safety Policy & Manual.

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, 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.

## **5.2 Respect and dignity when procedures take place**

For pupils needing intimate care, staff will always show the child respect and dignity. Staff will show an awareness for the child's personal space, boundaries and consent by acknowledging them and asking permission before attempting to check and change a child's nappy, or change their clothes. If a child refuses to be checked or changed, we will still need to meet their basic intimate care needs. Staff will involve them in the decision-making process and give them the choice to be changed now or in two minutes. Asking a child's permission before proceeding with intimate care builds trust, their autonomy and reinforces their understanding of personal space, boundaries and consent, which helps to keep them safe.

## **5.3 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 Designated Safeguarding Lead.

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.

#### **5.4 Monitoring arrangements**

This policy will be reviewed every three years. At every review, the policy will be approved by the Board of Directors.

#### **6 Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Code of conduct
- COVID-19
- Health and Safety
- Special educational needs
- Supporting pupils with medical conditions





**Appendix 2: Template – Intimate care plan**



<b>Parents/Carers</b>	
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	
<b>Child</b>	
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:

