



*We want every child to be happy, caring and successful*

## **Intimate Care Policy 2024-25**

### **Aims**

The aims of our intimate care policy are to:

- To safeguard the rights of children.
- To safeguard school personnel trained in intimate care procedures.
- To ensure compliance with all relevant legislation connected to this policy.

We understand intimate personal care includes 'hands-on physical care in personal hygiene, and physical presence or observation during such activities.' Intimate personal care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

We work in close partnership with parents/carers and other professionals to ensure continuity of care for pupils.

At all times we treat all children with respect but especially when intimate care is given. All school personnel are sensitive to each child's individual needs and no child will be attended to in a way that causes distress or pain.

We treat every child as an individual treating them gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.

We are aware that free sanitary products will be offered to girls in all primary schools in England from early 2020 under plans announced by the Department for Education and we have a supply of sanitary products available for use.

We have a duty to take full account of the religious views and cultural values attached to aspects of intimate personal care with children. Also, to agree with parents, school personnel and children the appropriate terminology for private parts of the body and its functions.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Roles and Responsibilities**

### **Role of the Governing Body**

The Governing Body will:

- appoint school personnel suitably trained in intimate care procedures for children;
- delegate powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- take responsibility for ensuring that the school complies with all equalities legislation;
- ensure funding is in place to support this policy;
- take responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- take responsibility for ensuring all policies are made available to parents;

### **Role of the Headteacher**

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure all children are treated:
  - with sensitivity and respect in such a way that their experience of intimate care is a positive one;
  - by professionals suitably trained and assessed to be competent to undertake procedures in intimate care.

- have in place an agreement with parents that deals with the procedure for personal care in school;
- ensure risk assessments are:
  - in place and cover all aspects of this policy;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel.
- ensure school personnel who provide intimate care are suitably trained to do so;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- ensure suitable hygiene changing facilities are in place and well maintained;
- ensure essential resources are in good supply;
- make effective use of relevant research and information to improve this policy;
- ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **Role of Safeguarding Governor**

The Safeguarding Governor will:

- work closely with the Headteacher and SENDCo;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- annually report to the Governing Body on the success and development of this policy

### **Role of School Personnel with responsibilities for intimate care**

- receive training in:

- |  |   |
|--|---|
| <input type="checkbox"/> safeguarding and child Protection   | <input type="checkbox"/> changing clothes                 |
| <input type="checkbox"/> health and safety                   | <input type="checkbox"/> first aid and medical assistance |
| <input type="checkbox"/> first aid, intimate care procedures | <input type="checkbox"/> comforting and support           |
| <input type="checkbox"/> supervising intimate self-care      |   |

- be professional in their duties at all times;
- be respectful of a child's needs;

- preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- be aware of a child's method and level of communication;
- make sure practice in intimate care is consistent;
- be aware of their own limitations;
- promote positive self-esteem and body image;
- report any concerns they have about a child;
- report any concerns they have about a colleague's intimate care practice;
- be aware of the danger of allegations being made against them;
- take precautions to avoid risk;
- be aware of all individual intimate care plans;
- discuss intimate care arrangements with parents/carers regularly;
- record all arrangements of individual personal care plans;
- be aware of all other linked policies;

### **Role of Parent/Carers**

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's intimate care needs
- Be involved in the development and review of their child's Health Care Plans or Educational Health Care Plans and will be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the Health Care Plans e.g. provide medicines and equipment

### **Intimate Care Procedures**

#### Nappy changing procedures in EYFS:

- Parents are asked about their child's preferences during nappy changing.
- Nappy changing undertaken in an allocated room within nursery.
- Record kept when each nappy is changed and with information shared with parents/carers.
- Children's nappies checked at appropriate intervals by key person.
- Nappy changing resources are provided by the family.
- A named box or bag for each child containing spare clothes is in place.
- A new set of gloves and apron to be worn for every nappy change.
- Child to be placed on the changing table during a nappy change.
- Soiled nappies to be placed in a nappy sack for disposal.
- Any soiled clothes to be sent home in a separate bag.
- All cleaning wipes to be placed in a nappy sack.
- Nappy sack to be securely tied and placed in the appropriate bin for disposal.

- Before dressing the child dispose of all personal protective equipment used in the appropriate bin.
- Hands to be washed before dressing child.
- Return child to the classroom
- Then thoroughly clean the nappy changing area using anti-bacterial spray and disposal paper towels.

#### Intimate Care Procedures outside of EYFS:

Children who require going sustained intimate care beyond EYFS, will have an individualised health care plan or Educational Health Care Plan, with input from appropriate professionals clearly outlined. This is further outlined in the Supporting Children with Medical Conditions policy.

Where there are one off incidents which require intimate care, we will:

- Ensure there are 2 adults attending.
- Wear a new set of gloves and apron to throughout the incident.
- Respectfully assist the child to be as independent as possible with their intimate care needs.
- Double bag soiled clothing to be sent home.
- Double bag all cleaning wipes in nappy sacks.
- Use securely tied nappy sacks and place them in the appropriate bin for disposal.
- Dispose of all personal protective equipment used in the appropriate bin, before helping the child to dress, if this is needed.
- Wash hands before dressing the child.
- Return child to the classroom.
- Thoroughly clean the area using anti-bacterial spray and disposal paper towels.
- Complete an intimate care record and ensure that this is counter signed by the second adult.
- Inform the class teacher, who will in turn inform parents.

#### **Safeguarding**

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times.

### **Monitoring Arrangements**

The practical application of this policy will be reviewed annually or when the need arises by the SENDCo with medical responsibilities.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

### **Links with other policies**

This intimate care policy is linked to the:

- Safeguarding Policy
- Accessibility Plan
- Supporting Children with Medical Conditions
- Health and Safety
- Staff Safer Code of Conduct

Approved by: Mrs J Goldsmith

Date reviewed: 1<sup>st</sup> September 2024

Next review date: 1<sup>st</sup> September 2025

