Intimate Care Policy

Northfield Road Primary School

Approved by:	**LGB 03.10.2024**	**Date:**	September 2024
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Introduction

Intimate care is any care which involves washing, touching or carrying out a procedure to private parts of the body. It might include helping with washing, toileting and dressing or continence care or menstrual management.

Most pupils can do this for themselves, but some cannot because of their age, physical difficulties or special educational needs.

Intimate care also includes supervision of pupils involved in intimate self-care if this is needed.

This is our policy for how we will manage intimate care for pupils who need it whilst at Northfield Road Primary School.

The following are the ethos and aims upon which the Policy and Guidelines are based:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities
- Every child has the right to express their views on their own intimate care and to have such views considered
- Every child has the right to have levels of intimate care that are as consistent as possible

Principles

At Northfield Road we take our responsibility to safeguard and promote the welfare of our pupils seriously. Meeting a pupil's intimate care needs is part of this. We will adhere to Section 175/157 of the Education Act 2002 and the government guidance 'Keeping Children Safe in Education' to do this.

In line with the Equality Act 2010, we will not discriminate against a pupil with a disability. A person has a disability if they have a physical or mental impairment

that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

We will treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given.

We will ensure that all staff undertaking intimate care will do so in a professional manner and with relevant training. The school will ensure that all members of staff undertaking the intimate care of children are familiar with and understand the Intimate Care Policy.

Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

Each pupil will be treated as an individual and care will be given gently and sensitively. No pupil will be attended to in a way that causes distress or pain.

Our staff will work closely with parent/carers and professionals to share information and provide continuity of care.

Pupils with complex or long-term medical conditions will have an individual healthcare plan implemented by the school. If such pupils need intimate care, their plan will take this policy into account.

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Definition of Intimate Care

Intimate care can be defined as:

> any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs.

Examples include:

- feeding
- oral care
- washing
- dressing/undressing
- toileting
- menstrual care
- treatments such as eczema care
- catheter and stoma care
- diabetes care

It also includes **supervision** of pupils involved in intimate self-care.

Intimate Care Plans (see appendix)

Pupils who need regular intimate care will have an:

- Intimate care plan; or an
- Individual healthcare plan.

This is a written document that explains what will be done, when and by whom.

It will be written with input from the pupil (where possible), parents/carers, school staff and other professionals, such as a school nurse or physiotherapist. Ideally, this will take the form of a meeting. Any historical concerns (such as past abuse) will be considered.

If needed, we will agree appropriate terminology for private parts of the body and functions and note this in the plan.

The religious views, beliefs and cultural values of pupils and their families will be considered.

The child's right to privacy and modesty will be respected. The meeting will consider carefully who will support the pupil with intimate care and if this needs to be more than one person. As far as possible, each pupil will have a choice about who supports them.

We will consider safer working practice and make sure our processes are transparent.

In some cases, the support for a pupil's intimate care needs will be written into their Education, Health and Care (EHC) plan or their SEN Support plan (or equivalent document) rather than an intimate care plan or individual healthcare plan.

The plan will be reviewed as necessary, but at least annually.

Best Practice

At Northfield Road Primary School:

Pupils requiring regular intimate care will have an IEP, Intimate Care Plan or EHC Plan which is annually reviewed and considered before school trips and residential visits.

Pupils will be supported to do as much as they can for their own intimate care needs, considering their age and ability.

The religious views, beliefs and cultural values of children and their families should be considered, particularly as they might affect certain practices or determine the gender of the carer.

The pupil's preferred means of communication will always be used.
School staff will always explain or seek the permission of the pupil before starting an intimate care procedure, according to the pupil's age and level of understanding.

Staff will be trained in personal care (e.g. safe moving and handling practice) according to the needs of the pupil.

Staff will be aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.
Staff will be supported to adapt how they support individual pupils when changes happen, such as the onset of puberty and menstruation.

Only employees of the Northfield Road Primary School will support pupils with intimate care (not students or volunteers). They will have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff will be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

The school will make provisions for emergencies:

e.g. a member of staff on sick leave and ensure that another trained member of staff will be available to undertake specific intimate care tasks where possible. If this is not possible, the parents/carers will be informed.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Child Protection/Safeguarding

At Northfield Road, recognise that pupils with special educational needs or who are disabled are vulnerable to all types of abuse. The school's child protection policy will be adhered to.

Intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. As such, best practice will be followed and staff will always be encouraged to be vigilant, seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills according to their age and level of understanding.

If a pupil becomes unusually distressed or unhappy about being cared for by a member of staff, this will be reported to the class teacher or Headteacher.

The matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted as soon as possible. Staffing schedules will be altered until the issue is resolved. The child's needs will remain of upmost importance. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, including a staff member, makes an allegation against an adult working at the school this will be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher). The Headteacher or Chair of Governors will consult the SVAT Trust Designated Officer/ HR in accordance with the school's policy, 'Dealing with Allegations of Abuse against Members of Staff and Volunteers'.

If a member of staff has any concerns about a pupil's presentation, e.g. unexplained marks or bruises etc. they will report these to the Designated Safeguarding Lead or Headteacher immediately. A written record of the concern will be completed on CPOMS. A referral will be made to Children's Services Social Care if appropriate. Parents/carers will be asked for their consent or informed that a referral is necessary prior to this being made. However, this should only be done where such discussion and agreement seeking will not place the child at increased risk of suffering significant harm.

Record Keeping (see appendix)

School staff will inform another member of staff when they are going to assist a pupil with intimate care.

Accurate records will be kept when a pupil receives intimate care. These will be brief but will include date, time and any comments, such as changes in the child's behaviour. It will be clear who was present in every case.

Records will be kept in the child's file and are available to parents/carers on request.

If a pupil **without** an intimate care plan (or another support plan) has an 'accident' whilst at school (e.g. wetting or soiling themselves) and they need help with intimate care, the parents/carers will be informed of this on the same day. This will be communicated in person by telephone or by sealed letter.

School Provision

At Northfield Road we have access to:

- Medical room- located in the mobile which contains a fridge for medical use only and a bed
- Yellow medical waste box
- Pupil toilets – KS1 and KS2
- KS2 Girls toilets – contains 4 sanitary Bins
- Adult designated toilets -containing sanitary bins
- Disabled access toilets x 2 (Ladybird Room and School entrance)
- Trained Paediatric First Aiders
- Trained First Aid at Work staff x 3
- Moving & Handling Training

- School Nurse

We currently do not have on site:

- Changing table suitable for 4+ year usage
- Showering facilities for pupil/adult use.
- Hoist either mobile or fixed

Assisting a child to change his / her clothes

On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement must be made whether it is appropriate to change the child in school or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount, and he/she should be comforted and reassured throughout.

The following guidelines outline our procedures, but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact can come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.

- If the emergency contact cannot attend, school will seek verbal permission for staff to change the child.
- If none of the contacts can be reached the Headteacher is to be consulted and the decision taken based on loco-parentis and our duty of care to meet the needs of the child.
- The member of Staff who has assisted a pupil with intimate care will complete a record of this.

**Should there be repeated incidents of soiling an individual intimate care plan may be put in place*

Physiotherapy

School staff may be asked to undertake a physiotherapy regime (such as assisting children with exercises).

School staff must only do this once the technique has been demonstrated by a physiotherapist and written guidance has been provided. The physiotherapist will observe the member of staff undertaking the exercises. These will be recorded in the pupil's support plan and reviewed regularly.

Any concerns about the regime or any failure in equipment will be reported to the SENCo and physiotherapist.

School staff will not devise and carry out their own exercises or physiotherapy programmes.

Massage (Occupational Therapy)

Massage can be used with pupils who have complex needs to develop sensory awareness, tolerance to touch or to help them relax.

Massage undertaken in school will only cover the hands, feet and face of pupils in order to safeguard both pupils and adults.

School staff must only do this once the technique has been demonstrated by a clinician e.g. Occupational Therapist and written guidance has been provided. The Occupational Therapist will observe the member of staff undertaking the

exercises. These will be recorded in the pupil's support plan and reviewed regularly.

Medical Procedures

Parental permission must be given before any medication is dispensed in school

Pupils who are disabled, SEN or too young might need help with medical procedures such as the administration of eczema creams, diabetes needs (pump/blood testing)

These procedures will be discussed with parents/carers and documented in the pupil's individual healthcare plan.

They will only be carried out by staff who have been trained.

Staff will follow infection control guidelines and ensure that any medical items are disposed of correctly.

Any members of staff who administer first aid will be trained in accordance with Local Authority guidance.

If a pupil needs examining in an emergency aid situation, it is best to have another adult present, whilst respecting the child's privacy and dignity.

Providing comfort or support to a child:

There are situations and circumstances where children seek physical comfort from staff. Where this happens, staff at Northfield Road, need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Teacher for Child Protection**.**

Swimming

Currently, Year 3 and Year 5 participate in a swimming programme at Sandwell Aquatic Centre in Smethwick. Children are entitled to respect and privacy when changing their clothes however, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying, teasing or other unacceptable behaviour does not occur.

Changing rooms are used at this Leisure Centre, this is usually group changing separate for boys and girls but can be individual/paired cubicles. This supports effective and discrete supervision and privacy for our children when changing. Where a child needs additional support for changing parental permission will be sought and a personal care plan will be drawn up to maintain dignity but increase independence.

Residential Trips

At Northfield Road Primary School, a 4-night, residential educational visit is an important part of our childrens school experience. A detailed risk assessment is carried out before attendance and submitted to the Local Authority.

As with Extra-Curricular Activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by our Child Protection procedures, Pastoral Care and Behaviour Policies. Some specific Intimate Care issues may arise in a Residential context.

Showering on residential visits

On residential visits, daily showering is encouraged due to the nature of the activities.

Children are entitled to respect and privacy when changing their clothes or taking a shower. However, there must be the required level of supervision to safeguard young people regarding health and safety considerations, and to ensure that bullying, teasing or other unacceptable behaviour does not occur.

This means that staff should announce their intention of entering changing rooms, avoid remaining in changing rooms 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. adults must not change in the same place as children or shower with children.

It is best practice in our school that when an incident has taken place that has necessitated a member of staff to be present when children are changing that an incident report is made.

Links to other policies

This intimate care policy should be read in conjunction with the schools' policies:

- safeguarding policy and child protection procedures
- staff code of conduct and guidance on safer working practice
- 'whistle-blowing' and allegations management policies
- health and safety policy and procedures
- special educational needs policies

NRPS Letter to Parents with pupils starting school

Toileting Policy and Procedures

Occasionally, pupils accidentally wet and/or soil themselves at school and require assistance changing. This is dealt with discreetly and in accordance with the school's broader Intimate Care Policy. Spare clothing is kept in school for use in such instances and to ensure the child's dignity is maintained. If a child must be changed, the school will immediately contact the parent/carer. If the parent/carer cannot be contacted, he/she will be informed upon collecting the child from the school. Please can you return the tear-off slip below if you give permission for school staff to assist your child in the event of a toileting accident. Feel free to contact me at school if you have any questions about our policy and procedures.

Yours sincerely

Head Teacher

I give permission for the school to assist my child

_ _____changing if he/she accidentally wets and/or soils themselves.

Signed ……..(Parent/Carer)

NRPS Intimate Care Plan

In order to best meet the needs of your children when they are with us, we would like to set up an individual agreement between parents and the school regarding intimate care. Intimate care is any care which involves washing, touching or carrying out an invasive procedure which are children are unable to do for themselves arising from the child's stage of development. Intimate care may involve helping with drinking, eating, dressing, toileting, or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene. Staff at Northfield Road Primary School that are providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. All school staff are supported and trained so that they feel confident in their practice.

- We give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.
- We understand that this will generally be carried out by _____* but may also be carried out by another member of staff if these named staff members are unavailable.
- We have discussed with my child's class teacher the approach that I would like them to take for this the details are outlined in the additional information.
- We will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Name of Child:

Area of need:

Equipment required:

From home:

From school:

Location of suitable toilet facilities:

Support required/ Frequency of support:

Working towards Independence: *Something the child will try to do*

Additional information:

Signed:	**Parent/Carer name:**	**Date:**
Signed:	**Parent/Carer name:**	**Date:**
Signed:	**Class teacher:**	**Date:**
Signed:	**Head Teacher:**	**Date:**
Signed:	**A.N Other:**	**Date:**

Intimate Care Record

Attach this record to the signed Intimate Care Plan

Child:		**Year Grp:**	
Area of need/Equipment needed:			
Date	**Time**	**Signature/s**	**Notes**