St. Luke's Intimate Care Policy

Agreed by the Governing Board: September 2019

Last review: September 2026

Next review: September 2029

Scope of Policy

- This policy applies to all staff, pupils and volunteers at St Luke's Primary School;
- It should be read in conjunction with the school's Code of conduct and guidelines for safe working practices for the protection of children and staff and the school's Safeguarding and Child protection policy.

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty

of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. (e.g. the administration of rectal diazepam)

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

St Luke's Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. St Luke's Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Intimate care needs can have a significant emotional impact and can increase the risk of bullying and of behavioural problems in children. The following policy is a model based upon best practice.

On Admission to St Luke's Primary School

If a child is starting school with intimate care needs, it is essential they have an assessment by a school nurse or health visitor to identify what support the child and family need. This can be arranged by the SENCO or lead First Aider.

For children whose intimate care needs first presents at school, it is important that staff discuss the issues with parents and do not make presumptions regarding the cause. The teacher or support staff should seek the advice of the SENCO or Lead First Aider.

Children with intimate care needs

Parents of children who have intimate care needs will need to be made aware of this Intimate Care Policy and sign the attached parental agreement form (see appendix 1). This form should ideally be signed and returned prior to the child starting at the school, but no later than their first day at school. The exception to this would be when an existing child develops needs that they had not had at the point of starting the school. In that event, we would anticipate the parent(s) meeting with the relevant school staff, discussing the care needs and then signing this form then. The signature acts as parental consent for the school staff to care for the child in line with the policy.

At St Luke's Primary School we:

- Agree a procedure with the parents to change the child should they soil/wet themselves;
- Agree how the school will inform parents of any wetting or soiling accidents — possibly via a home/schoolbook. A call can be made home and/ or informing the parents at the end of the day when their child is collected;
- Agree how often the child should be routinely changed and who will be changing them for a child with SEND unable to change themselves;
- Agree that where possible, the key person will change their key children to support continuity and enable preferences in changing to be followed;

- Agree to report to the headteacher or member of the senior leadership team if the child is distressed or if marks or rashes are seen;
- Agree to review arrangements, in discussion with parents/carers, should this be necessary;
- Agree to encourage the child's participation in toileting procedures wherever possible to promote independence;
- Discuss and take appropriate action to respect the cultural practices of the family.

Any adult should inform the teacher when they are going to change the child or carry out a procedure. If the need arises when the child is not in class, but elsewhere for example, at lunch time, the adult should inform the person in charge at that moment and the person in charge will need to inform the class teacher as soon as is reasonably practicable afterwards. This is to ensure that all intimate care given for the child is logged correctly. There is no requirement that two adults are present except for situations where a child's IHP states that two adults are required to be present. It will be for individual members of staff to make their own judgement based on the circumstances and their knowledge of the child and family. However, to safeguard the adults involved, we strongly recommend that a second adult is nearby.

Consideration should be given to a suitable place for changing children and ensuring privacy and dignity are maintained at all times, such as by having a 'do not enter' sign on a toilet door.

The School's Health and Safety Policy requirements are that:

- Staff should wear disposable gloves and aprons while dealing with incidents;
- Soiled nappies/ underwear should be double wrapped;
- The changing area should be cleaned after using an appropriate disinfectant;
- Hot water and liquid soap should be available to wash hands. Staff are advised in line with Covid-19 controls, to wash their hands thoroughly for at least 20 seconds even if they have been wearing gloves.
- A hot air dryer or paper towels must be available for drying hands.
- If barrier creams are used this should be noted on the parent agreement form, the cream will be labelled with the child's name, logged on their records and kept in a safe place.

Our Lead First Aider ensures that gloves, aprons and masks are available for staff to where if they are concerned about the potential transmission of infection when changing a child who is unwell. Staff should refer to the Lead First Aider if they are unsure of where to find the equipment or how to dispose of it safely.

Teachers are responsible for facilitating, supporting and releasing teaching assistants to fulfil this role. A record of intimate care undertaken by staff in the school must be kept (see intimate care log in appendix 2).

Other issues we consider at St Luke's Primary School in managing a child's intimate care needs are:

- **Independence**: What is required of the support staff to ensure that the child can be as independent as possible? For SEND pupils this may mean training from an Occupational Therapist or special equipment such as a hoist or adapted toilet seat.

- **Toileting times**: Does the child need to be prompted at regular intervals, or does the child initiate toileting? This must be considered, depending on the age and needs of the child.
- **Communication**: How does the child let you know they need attention, such as needing the toilet? Some children are extremely embarrassed so a discreet method will aid the child to have more confidence to seek help when they need to.
- **Facilities**: The environment, facilities, privacy and the distance to an appropriate hygiene room need to be taken into account to allow adequate time for any intimate care needs to be undertaken; children will often have valid reasons for not wanting to use a certain toilet, for example, if it has no lock.
- **Manual handling and lifting**: Does the child need to be hoisted when toileting or for nappy changing, is this manageable by one person, and is any training needed?

Unplanned events

- If any child has a wetting or soiling accident, it should be dealt with swiftly and in a sympathetic manner by adults.
- Spare clothes, including underwear, should be kept for unplanned occasional accidents and should be washed and returned by parents.
- Parents can be called and/ or told at the end of the day about any unusual or unanticipated intimate care needs events that occur.

School Trip / Journey

The risk assessment prepared in advance of a school trip / journey will need to specifically address how the needs of a child requiring intimate care are to be met.

In the case of a school journey particular consideration needs to be given to this and staff will need to ensure:

- As appropriate, any potential issues are discussed in advance with parents and the school nurse;
- Children are given various options to help them manage potential situations in a dignified way, such as; being woken at night so that they can use the toilet, spare sleeping bags, a 'code-word' to alert staff that bedding needs to be changed;
- Children will have the opportunity to shower and change separately and at extra times if necessary;
- Changing of bedding will be done subtly when other children are not around.

Appendix 1

St. Luke's Primary School Intimate Care policy

Parental Agreement Form

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open

to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

St Luke's Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. St Luke's Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many adults might need to be present when a child is toileted. Where possible, one child will be catered for by one adult unless there is a sound reason for having more than one adult present. Often times, to safeguard the staff, one adult gives the intimate care, with a second adult nearby.

Wherever possible staff should only care intimately for an individual of the same sex unless parent's state otherwise.

St Luke's Primary School has introduced a log of intimate care undertaken by staff in the school.

Parents/carers have a role to play when their child is still wearing nappies. The parent/carer should provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Where appropriate, parents/carers will be expected to provide spare clothes, including underwear, to be kept in school for unplanned/occasional accidents. These should be washed and returned to the school by parents for future use.

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be carefully disposed of.

The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and be made aware of the task being undertaken.

Specific parent care requests (Example: if any and particularly if a barrier cream is required):

I/We agree to support the Intimate care policy and practice of St. Luke's Primary school

Signature of Parent/Carer _____

Print name _____

Date _____

Signature of Parent/Carer _____

Print name _____

Date _____

Appendix 2

Intimate Care Log for _____

Date	Time	Type of care carried out (e.g. toileting, nappy change etc)	Barrier cream applied (Y/N)	Carried out by / in attendance	Signatures