



St John's Primary Academy  
Intimate Care Policy

# 1. Contents

2.	Version control.....	3
3.	Statement of Intent.....	4
4.	What is Intimate Care? .....	4
5.	Policy Statement.....	5
6.	Legal Framework .....	5
7.	Roles and Responsibilities .....	5
8.	Procedures for Intimate Care .....	6
9.	Toilet Introduction Procedures .....	8
10.	Dealing with Body Fluids.....	9
11.	Parental Engagement .....	9
12.	Safeguarding Procedures .....	10
13.	Monitoring and Review .....	11
	<b>Appendix A - Intimate Care Parental Consent Form.....</b>	<b>12</b>

## 2. Version control

Date	Version	Revision	Owner
07/05/20	1.0	New policy	Future Generation Trust Policy Team
06/07/21	2.0	Scheduled review of policy	Future Generation Trust Policy Team

### 3. Statement of Intent

Future Generation Trust understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The academy is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

### 4. What is Intimate Care?

For the purpose of this policy, **“intimate care”** is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- Body bathing other than to the arms and face, and to the legs below the knee.
- Application of medical treatment other than to the arms and face, and to the legs below the knee.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.

## 5. Policy Statement

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adult

## 6. Legal Framework

This policy has due regard to the relevant legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education'

## 7. Roles and Responsibilities

**The Headteacher is responsible for:**

- Ensuring that policies are in place to ensure intimate care is conducted professionally and sensitively.
- Ensuring that the intimate care of all children is carefully planned, including the creation of individual plans following discussions with the parent and the child and with input from the SENDCo.

- Ensuring that all members of staff receive safeguarding training (with an annual update) and that staff who provide intimate care also receive an annual refresher on the contents of this policy and the provision of intimate care.
- Handling any complaints about the provision of intimate care in line with the Trust's **Complaints Policy & Procedure**.

**All members of staff who provide intimate care are responsible for:**

- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Undergoing annual refresher training for the provision of intimate care.
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

**Parents are responsible for:**

- Liaising with the academy to communicate their wishes in regard to their child's intimate care.
- Providing their consent to the academy for the provision of their child's intimate care.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

## **8. Procedures for Intimate Care**

Key persons have a list of the children in their care who are in nappies or pull-ups and change nappies or pull-ups when necessary.

We encourage young children from two years to wear pull-ups, or other types of trainer pants, as soon as they are comfortable with this and if their parents agree.

The changing area is warm, with a safe area to lay the children with no bright lights shining down in their eyes.

Children are encouraged to use the steps to climb up onto the changing unit.

There are objects of interest to support the child with being comfortable and relaxed.

Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy, pull-up or pants.

Staff put on gloves and aprons before changing begins and the area is prepared. Gloves are not always required for a wet nappy where there is no risk of infection, however, gloves are always available for those staff who choose to wear them. Gloves are always worn for a soiled nappy, pull-up or pants.

Staff are familiar with our hygiene procedures and carry these out when changing nappies, pull-ups or pants.

Staff never turn their back on a child or leave them unattended whilst they are on the changing unit.

Staff are gentle when changing and avoid pulling faces or making negative comments about nappy contents.

Staff do not make inappropriate comments about children's genitals when changing their nappies.

Staff ensure that nappy changing is relaxed and a time to promote independence in young children.

Staff encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

Staff encourage children to wash their hands after having their nappy or pull-up changed as well as after they have used the toilet. Daily checks are in place to ensure that soap is always available.

Older children access the toilet as necessary and are encouraged to be independent. They will be reminded at regular intervals to go to the toilet and to wash their hands afterwards.

If a child requires cream or other medicine, e.g. for nappy rash, this will be provided in accordance with the **Supporting Pupils with Medical Conditions Policy**, and full parental consent will be provided prior to this.

Staff dispose of nappies and pull-ups in the bins provided. Any soil (faeces) in cloth nappies or ordinary pants is flushed down the toilet and items are double bagged for parents to take home.

Any bodily fluids that transfer onto the changing area will be cleaned thoroughly.

Staff have a duty of care towards children's personal needs. If children are intentionally left in wet or soiled nappies or pull ups in the setting this may constitute as neglect and could result in disciplinary action.

### **Procedures for providing spare clothes:**

In preschool the settings parents are asked to supply their child with nappies or pull ups, wipes and a change of clothing.

In Nursery and Reception, parents are asked to supply their child with a change of clothing which is kept in a bag on their peg.

In Year 1, parents supply their child with a change of clothes in a bag on their peg if they have informed school that the child has occasional accidents.

For older children staff should assist the child in providing a change of clothes (either from the spare clothes box or a PE kit) and then inform parents. When intimate care is given, the member of staff explains fully each task that is to be carried out and the reason for it. Staff

encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve. Other members of staff will be made aware that intimate care tasks are being undertaken to ensure safeguarding and ratios are complied with.

## 9. Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

- The child becomes aware of having wet and/or soiled pants
- The child knows that urination/defecation is taking place and can alert a member of staff
- The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet
- The indicators that the child displays when they need the toilet, e.g. facial expressions

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Staff will not force the child to use the toilet if they don't want to, but encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet and use positive language and praise to encourage them



## 10. Dealing with Body Fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in line with academy procedures. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterwards.

Soiled children's clothing will be bagged to go home - staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Bespoke nappy bin(s) are provided for the safe disposal of soiled nappies. This is emptied daily by staff at the academy and deposited in the bespoke nappy bin located outside the building. This external bin is emptied on a weekly basis by a contractor.

The academy also has a contract for swabs and dressings bins, which are emptied on a monthly basis.

## 11. Parental Engagement

The academy will liaise closely with parents to establish individual intimate care programmes for each child which will set out the following:

- What care is required (e.g. Nappy changing / wiping of bottom etc.)
- Number of staff needed to carry out the care (e.g. Child requires more than 1 member of staff due to an additional need etc.)
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child can do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

The information concerning the child's intimate care plan will be stored confidentially in a secure area, and only the parents, the EYFS Lead and the designated member of staff responsible for carrying out the child's intimate care will have access to the information.

The parents of the child are required to sign the Intimate Care Parental Consent Form (Appendix A) to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.

In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents will be contacted by phone in order to gain consent.

Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.

**Parents will be asked to supply the following items for their child's individual bag:**

- Spare nappies
- Wipes, creams, nappy sacks, etc.
- Spare clothing
- Spare underwear

## **12. Safeguarding Procedures**

The academy adopts rigorous safeguarding procedures in accordance with the Trust's **Child Protection & Safeguarding Policy** and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the academy will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the Trust's **Child Protection & Safeguarding Policy** and **Whistleblowing Policy**.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Trust's **Child Protection & Safeguarding Policy** as outlined in Section 17 – Managing Allegations Against Staff.

### **13. Monitoring and Review**

The Future Generation Trust Board has overall responsibility for this policy and for reviewing its implementation and effectiveness. The Headteacher has day-to-day operational responsibility for this policy and must ensure that all staff are fully aware of its contents and trained accordingly.

This policy is reviewed annually. Any changes made to this policy will be communicated to all members of staff and parents and the new version of this policy will also be published on the academy website.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

**Policy adopted on: 15 July 2021**

**Review Date: July 2024**

**Signed: Fliss Dale Designation: Chair of the Trust Board**

## Appendix A - Intimate Care Parental Consent Form

This form is to be completed by the key worker and signed by parents.

<b>Name of child:</b>		<b>Date of birth:</b>	
<b>Name of Keyworker:</b>			

**Care requirements, including frequency:**

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

<b>Name of staff member:</b>	
<b>Name of staff member (in the above staff member's absence):</b>	

**Where will the intimate care be carried out?**

**What equipment/resources will be required?**

**What infection control procedures are in place?**

**What disposal procedures are in place?**

**What actions will be taken if any concerns arise?**

**What do parents need to provide?**

**What are the reporting procedures for parents?**

I have read the Intimate Care Policy provided by St. John's Primary Academy and I agree to the intimate care plan outlined above:

<b>Signature of parent:</b>		<b>Date:</b>	
<b>Signature of keyworker:</b>		<b>Date:</b>	

