



St Benedicts RC Primary School

Intimate Care Policy

2018-2021

Aims and Rationale:

It is our intention to develop independence in each child; however there will be occasions when help is required. Our Intimate Care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our Safeguarding of pupils. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Definition of intimate care:

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development. **Wherever possible, we encourage children to be toilet trained by the time they start in Reception.**

Working with Parents:

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care.

We recognise that the information required to carry out intimate care is available from parents. Prior permission must be obtained from parents before intimate care procedures are undertaken (see Appendix 1).

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. This may include Health Care plans and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents is essential through personal contact, telephone or correspondence.

However information concerning intimate care procedures will not be recorded in home/school books as it may contain confidential information that could be accessed by people other than the parent and named member of staff.

Our approach to Best Practice:

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

We will work with parents and children to establish a preferred procedure for supporting the children in our care with their personal and intimate needs.

Where possible the child's key-person is responsible for undertaking the care of an individual child. When this is not possible a staff member who is known to the child will take on that responsibility. The staff member who is involved will always ask the child for permission to assist them. Children, however, will be encouraged to go to the toilet themselves and clean themselves, as this is important in their personal development.

Children will be cared for with dignity and respect for their privacy. Two adults will be present; one to undertake the intimate care and one to ensure the safeguarding of both child and adult.

The Protection of Children:

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (see Child Protection Procedures)

School Recording and Informing Parents

When any 'intimate care' is carried out, it will be recorded (see appendix 2) and parents will be informed.

Children wearing nappies:

Parents are expected to provide nappies for children who are not yet toilet trained. These are to be kept in their bags to be accessed when necessary throughout the day.

Procedures for changing a child wearing a nappy:

- One member of staff (Key Worker when possible) will change the child.
- The child will be changed on the changing mat.
- Staff will use the changing mat, aprons, gloves, blue roll paper, nappy sacks and baby wipes.
- Nappies will be disposed of in the hygienic nappy disposal bin.
- The nappy change will be recorded on the child's daily changing record (see appendix 2).

Procedures for changing a child who has wet/ soiled themselves:

- One member of staff will change the child (Key Worker when possible).
- The child will be changed in the toilet area or on the changing mat.
- Staff will wear apron and gloves.
- Soiled/ wet clothes will be placed inside a bag with the bag handles tied.

- The change will be recorded on the record sheet in the changing room/ toilets.

Procedures for prevention of infection:

- Staff will wear disposable gloves, aprons and masks (if the child is soiled) whilst changing.
- These items will be disposed of in the hygienic nappy disposal bin.
- Blue roll paper will be placed on top of the changing mat.
- The changing mat and area will be cleaned after use with antibacterial wipes.
- Hot water and hand wash is available to wash hands immediately after a child has been changed.
- Paper towels are available for drying hands.
- Antibacterial hand gel is available in the changing area.

Date of Policy: September 2018

Date of Review: September 2021

Signed: _____ Chair of Governing Body

Appendix 1

(Letter to parent(s) outlining policy/procedures and their consent to carry out 'intimate care')

Dear Parents,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely,

EYFS Lead

I have read a copy of the School's 'Personal and Intimate Care Policy.'

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Name of child: _____

Parent/Carer (Print name): _____

Signed: _____ Date _____

