



# Kenningtons Primary Academy

## *Intimate Care Policy*

**2023 - 2026**

Date of Approval	13 <sup>th</sup> July 2023
Review Duration	3 Years
Date of Renewal	July 2026

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## Intimate Care Policy

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This policy is written in accordance with Southend Essex Thurrock Safeguarding and Child Protection procedures (January 2018), Section 175 of the Education Act 2002 and the Government guidance Keeping Children Safe in Education Sept 2018 to safeguard and promote the welfare of pupils at this school. School takes seriously the responsibility to safeguard and promote the welfare of the pupils in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 / Disability Discrimination Act, which requires that any pupil with an impairment that affects their ability to carry out day to day activities must not be discriminated against.

It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of pupils.

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the Parents, Carer and the child. In School this may occur on a regular basis or during a one-off incident.

We are committed to ensuring that all Staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our pupils with respect when intimate care is given. No pupil should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each pupil's individual needs.

### **Intimate care is any care which involves one of the following:**

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him / herself
- Assisting with toileting issues – including changing pull ups / pads and toilet training
- Supervising a child involved in intimate self-care
- Providing first aid assistance
- Providing comfort to an upset or distressed child
- Feeding a child
- Providing oral care to a child
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. \*

\* In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Parents/Carers have the responsibility to advise the school of any known intimate care needs relating to their child

### **Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every pupil has a right to be safe.
- Every pupil has the right to personal privacy.
- Every pupil has the right to be valued as an individual.
- Every pupil has the right to be treated with dignity and respect.
- All pupils have the right to be involved and consulted in their own intimate care to the best of their abilities.
- All pupils have the right to express their views on their own intimate care and to have their views taken into account.

- Every pupil has the right to have levels of intimate care that are appropriate and consistent.

Parents of children who need regular help with toileting will be asked to sign a toileting and continence agreement which will include a co-produced toileting and continence plan for their child (See Appendix 1)

### **Assisting a pupil to change his / her clothes**

This is more common in EYFS/KS1 or if a child has Special Educational Needs. On occasions an individual pupil 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 pupils to attempt undressing and dressing unaided. However, if assistance is required this will be given.

When supporting dressing/undressing of pupils, staff will always give the pupil the opportunity to change in private, unless the pupil is in such distress that it is not possible to do so. If staff are concerned in any way Parents/Carers will be sent for and asked to assist their child, and informed if the child becomes distressed.

### **Changing a pupil who has soiled him/herself**

If a pupil soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the Parents/Carers to collect the child for changing. In either circumstance the pupil'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 pupil will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- We may request that Parents/Carers provide spare clothing if appropriate. We will have a supply of wipes, clean underwear and spare uniform for this purpose
- If a pupil is not able to complete this task unaided, Staff may attempt to contact Parents/Carers to inform them of the situation.
- If the Parents/Carers is able to come to School within an appropriate time frame, the pupil will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the Parents/Carers cannot attend, School staff will seek verbal permission for staff to change the pupil.
- If none of the contacts can be reached the Headteacher is to be consulted and the decision taken on the basis of loco-Parents/Carers, and our duty of care to meet the needs of the pupil.

### **Child Protection/Safeguarding Guidelines**

Staff assisting a pupil with intimate care will ensure the action being taken is necessary and have got verbal permission to proceed. CARE : CONCERN : COMMUNICATE.

### **Basic hygiene routines**

Always wear protective disposable gloves.

Seal any soiled clothing in a plastic bag for return to Parents/Carers.

In the case of EYFS and KS1 pupils in order to avoid any unnecessary distress, a member of staff may assist the

pupil, unless a Parents/Carers has requested otherwise or if the pupil is reluctant.

Parents/Carers will be contacted as soon as it is practical to do so.

### **Providing comfort or support to a pupil**

There are situations and circumstances where pupils seek physical comfort from staff. When comforting a pupil 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.

### **Assisting a pupil who requires a specific medical procedure and who is not able to carry this out unaided.**

Parents/Carers permission must be given before any medication is dispensed in school. This form is available from the School office. Only appropriately trained Staff will administer any medication. A small number of pupils will have significant medical needs and will have an Individual 'Medical Care Plan'. This Medical Care Plan will be formulated by the relevant medical body and if appropriate, School Staff will receive appropriate training.

### **Residential Trips**

Residential educational visits are an important part of our Year 6 school experience. Particular care is required when supervising pupils in this less formal setting. As with Extra-Curricular Activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by all relevant Kenningtons Primary Academy policies including Child Protection procedures and Intimate Care. Some specific Intimate Care issues may arise in a Residential context.

### **Showering**

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 with regard to 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. Staff should; avoid remaining in changing rooms unless pupil needs require it / avoid any physical contact when children are in a state of undress / 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, eg; 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.

### **School Responsibilities**

Staff will be made aware of this policy annually – usually linked to Child Protection/Safeguarding training at the start of each academic year. It will also be shared again should an individual pupil require specific care / have been given a Medical Care Plan by Health Team. Only those members of Staff who are familiar with the Intimate Care policy will be involved in the intimate care of pupils. Where anticipated, intimate care arrangements are agreed between School and Parents/Carers and, when appropriate and possible, by the pupil.

Consent forms are signed by the Parents/Carers and stored in the pupil's file – see Appendix 1. Only in emergency would Staff undertake any aspect of intimate care that has not been agreed by Parents/Carers and School. Parents/Carers would then be contacted immediately.

If a Staff member has concerns about a colleague's intimate care practice he or she must report this to the Headteacher as per usual Child Protection policies and procedures.

## **Guidelines for Good Practice**

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard pupils and Staff. They apply to every member of Staff involved with the intimate care of children.

Pupils with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Members of staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard both pupils and Staff.

### **Involve the pupil in the intimate care**

Try to encourage a pupil's independence as far as possible in his or her intimate care. Where a situation renders a pupil fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the pupil or Parents/Carers about any preferences while carrying out the intimate care. Treat every pupil with dignity and respect and ensure privacy appropriate to their age and situation.

A consistent approach to care is essential – more than one member of Staff may have supported the pupil over time. Effective communication between all parties ensures that practice is consistent.

### **Be aware of your own limitations.**

Staff should only carry out activities they understand and feel competent with. If in doubt, Staff will ask for support and guidance. Some procedures must only be carried out by members of Staff who have been formally trained and assessed.

### **Promote positive self-esteem and body image.**

Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach Staff take to intimate care can convey lots of messages to a pupil about their body worth. Staff members' attitude to a pupil's intimate care is important. Keeping in mind the pupil's age, routine care can be both efficient and relaxed.

### **If you have any concerns, you must report them.**

Staff noticing any unusual markings, discolouration or swelling will report it following usual Child Protection policies and procedures. If a pupil is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the pupil, ensure their safety and report the incident following usual Child Protection policies and procedures. Report and record any unusual emotional or behavioural response by the child.

## Appendix 1

### Parents/Carers : permission for Intimate Care

Name of Pupil : \_\_\_\_\_

I give permission for the above named pupil to receive support from School Staff with regards to intimate care should it be necessary.

I understand that Staff will endeavour to encourage my child to be independent.

School will have a supply of wipes, clean underwear and spare uniform, but may request spare clothing if deemed necessary.

Parents/Carers: (in capitals) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2

### Kenningtons Primary Academy Toileting and Continence Agreement

Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is a wide variation in the time at which children will master certain skills. Toileting is a key skill contributing to independence and self-belief. The purpose of this agreement is to identify best practice to achieve the full inclusion of your child.

#### Location of changing

Whenever possible it is recommended that:

1. Mobile children are changed standing up or when using the toilet
2. If this is not possible the next best alternative is to change a child on a mat on a suitable surface.
3. Children in Year 1 and above should only be changed either on a changing bed or in a toilet cubicle standing up.

#### Resources

Changing time can be a positive learning time and an opportunity to promote independence and self-worth. We will ensure there is:

- Hot running water
- Paper towels
- Aprons and Gloves
- Nappy Bags
- Cleaning equipment
- Bin

Parents need to ensure they supply spare clothes, wipes and pull ups or pads.

#### Working with Parents/carers

At Kenningtons Primary Academy and Nursery we will work with parents when attending to changing routines. Parents will be asked when their child first starts whether or not their child has any special words/actions/particular needs during their changing procedure. Any significant observations made during a changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

#### Protection for Staff

Changing procedures and toileting routines will be carried out by the child's Teacher or Teaching Assistant, protection being afforded to the single member of staff in the following ways:

- Staff will notify another member of staff when they are going to change the child.
- Staff will not fully close and lock the door of the toilet when changing although they will maintain the privacy of the child to those walking past.
- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported and recorded.

- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed immediately with the Designated Safeguarding Lead.

### **Home/School management agreement**

#### **Parents/carers**

- Agree for the child to be changed or use the toilet at the latest possible time before coming to school
- Provide spare pull ups or pads, wet wipes and a change of clothes
- Understand and agree procedures to be followed during changing at school
- Agree to inform school should the child have any marks/rash
- Agree how often the child should be routinely changed if the child is in school for the day and who will do the changing
- Agree to review the arrangements, in discussion with the school, should this be necessary agreeing to encourage the child's participation in toileting procedures wherever possible.

#### **The School:**

- Agree to change the child should they soil themselves or become wet
- Agree how often the child should be routinely changed if the child is in school for the full day and who would be changing them.
- Agree a minimum number of changes
- Agree to report to the Headteacher or the Designated safeguarding Lead should the child be distressed or if mark/ 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 discussing and taking the appropriate action to respect the cultural practices of the family.

The process for the management of a child's personal care needs may need to be further clarified through a personal care plan. For example, should a child with complex continence needs be admitted, the child's medical practitioners will need to be closely involved and a separate, individual toilet management plan may be required.

### **Procedure for changing a Pull up/Soiled or Wet/Soiled Pants**

- Consider where to change the child
- Wash your hands
- Gather all the necessary items needed before each change, for example, pull up, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent).
- Put on gloves and apron. A new set of gloves and disposable apron is used for each change.
- Place the child on a changing mat if required.
- Remove the child's clothing to access the pull up/soiled or wet pants. Remove them and place them inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean nappy and apply cream if necessary.
- Take off the gloves and apron and place them in a pedal operated bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.



- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the changing area and using anti bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

### **Toilet Training**

Children that are toilet training will be encouraged to sit on the toilet during their changing period. At this time, staff will talk to the children and provide positive praise and reinforce what the child is doing. Stickers may be offered to reinforce the positive behaviour to the child. A potty may be provided by the parent for their child to use in the setting if they would prefer to.

Children will not be hurried in these daily routines to support them in confidently becoming toilet trained and maintaining a positive experience.

We understand that some children display anxiety at becoming toilet trained and will work slowly and sympathetically alongside them whilst updating parents of their progress at the end of each session.

### **Intimate Care Plan and Consent for Children who need pull up/ pad changing**

Child's name:

Date of birth:

Gender:

Parent/ Carer's name:

Address:

Phone number:

Summary of toileting needs:

When we will routinely change your child's pull up nappy:

Any other important information or agreed requests:

I understand that:

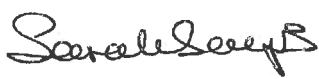

I give permission to the school to provide appropriate intimate care support to my child e.g.pull up nappy changing, soiled clothing, washing and toileting. I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care

Signed \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_

**This Policy was reviewed by the SENDCo, approved by the Pupils, Admissions & Curriculum Committee and ratified by the Governing Body on a 3-year cycle. It must be signed and dated by the Chair of Governors and Headteacher and displayed on the Schools Website.**

Signature of Chair of Governors: 	Signature of Headteacher: 
Date: 17/7/23	Date: 17/7/2023.