



Intermate Care Policy #theJSway

September 2024

Rationale

This policy has been developed to safeguard children who are pupils at the school and staff. It is our intention to develop independence in each pupil; however, there will be occasions when additional help is required. It is one of a range of policies which contribute to the provision of pastoral care in our school.

The principles and procedures apply to everyone involved in the personal and intimate care of children. Children are generally more vulnerable than adults. Therefore, staff involved with any aspect of personal and intimate care must be sensitive to their individual needs.

Definition of Intimate Care

There is a clear difference between personal and intimate assistance. 'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. Help may also be required with changing colostomy or ileostomy bags, managing catheters, stomas or other appliances. The Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear);
- Helping someone use the toilet;
- Changing soiled nappies
- Changing continence pads (faeces/Urine);
- Bathing / showering;
- Washing intimate parts of the body;
- Changing sanitary wear;
- Inserting suppositories;
- Giving enemas;
- Inserting and monitoring pessaries.

In some cases, it may be necessary to administer rectal medication on an emergency basis for example where a child's life is in danger. Effective forward planning and communication with the child and their parents or carers will go some way to mitigating the risks in this eventuality. Please refer to the 'Medicines Management Policy' for further information.

Definition of Personal Care

Care generally carries more positive perceptions than intimate care. Although it may often involve touching another person, the nature of this touching is more socially acceptable, as it is less intimate and usually has the function of helping with personal presentation and hence is regarded as social functioning. These tasks do not invade conventional personal, private or social space to the same

extent as intimate care and are certainly more valued as they can lead to positive social outcomes for people.

Those personal care tasks specifically identified as relevant here include:

- Skin care/applying external medication;
- Feeding;
- Administering oral medication;
- Hair care;
- Dressing and undressing (clothing);
- Washing non-intimate body parts;
- Prompting to go to the toilet.

Personal Care encompasses those areas of physical and medical care that most people carry out for themselves but which some are unable to do because of disability or medical need. Children and young people may require help with eating, drinking, washing, dressing and toileting. We understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents / carers to support them towards independent toilet training. Parents/carers have a responsibility to advise the school of any known intimate care needs relating to their child.

We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults.

As a basic principle, children 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 themselves as they can. This may mean, for example, giving the child responsibility for washing themselves.

We aim to be inclusive to all children and to consider the individual needs of each child.

This policy will be used when supporting children requiring nappy changing and other related personal and intimate care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework, 2024

Basic Principles

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Staff will bear in mind the following key principles when intimate care is required.

- Every pupil has the right to feel safe and secure.
- Every pupil has the right to personal privacy/dignity.
- Every pupil has the right to be valued as an individual.
- Every pupil has the right to be treated with dignity and respect.
- Every pupil has the right to be involved and consulted in their own intimate care to the best of their abilities to support them in their understanding of toileting procedures.
- Every pupil has the right to express their views on their own intimate care and to have such views considered.
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- Every pupil has the right to have levels of personal and intimate care that are appropriate and consistent.
- To ensure that all children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required (i.e. when wet or soiled.)

School will consider the religious views, beliefs and cultural values of the learner and their family, as well as the learners gender identification and individual physical needs (e.g. periods, catheterisation, stoma care etc) as far as possible in provision of appropriate toileting facilities and when undertaking or supporting required individual personal and intimate care.

Aims

- To ensure that children in our care are comfortable and happy at all times.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff who are required to change children.
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To protect children from discrimination and ensure the inclusion of all.

School Responsibilities

- All staff working with pupils are subject to the appropriate Disclosure and Barring Checks. This includes Student/ Trainee teachers on work placement and volunteers.
- Only those members of staff who are familiar with the intimate care policy and other pastoral care policies of the school are involved in the intimate care of pupils.
- Where anticipated, intimate care arrangements are agreed between the school and parents and, if appropriate, by the pupil.
- Consent/care plan forms are signed by the parent and stored in the pupil's file. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents/carers would be contacted to advise them of this event.
- Intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties should be sought and considered to inform future arrangements.
- If a staff member has concerns about a colleague's intimate care practice, he or she must report this to the Designated Leader for Safeguarding and Child Protection (DSL) or their deputy (DDSL.)

Communication with Pupils

It is the responsibility of all staff caring for a pupil to ensure that they are aware of the pupil's method and level of communication. Depending on their maturity and levels of stress, pupils may communicate using different method, words, signs, symbols, body movements, eye pointing, etc.

Staff will signal their intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

To ensure effective communication, staff will:

- make eye contact at the pupil's level
- use simple language and repeat if necessary
- wait for response
- continue to explain to the pupil what is happening even if there is no response
- treat the pupil as an individual with dignity and respect

Nappy Changing

- It is assumed that most incidences of nappy changing/intimate care will be in respect of pupils in Early Years or some in Key Stage 1.
- If a pupil is in Key Stage 2, that pupil will not be changed by any member of staff. However, we will provide a secure private room e.g. disabled toilet where the pupil may change on their own. We will supply wet wipes, clean clothes (if available) and a carrier bag.
- Pupils with Special Educational Needs and Disability are the exception to the above dependent upon their specific circumstances. All pupils with intimate care or continence needs related to a medical or SEND need will have an individual Health Care plan.

Vulnerability to Abuse

- As a school, we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.
- It is important that children are changed in a reassuring and caring way by members of staff they know, for example, their Key Person. Wherever possible, the same child will not be cared for by the same adult on a regular basis; there will be a minimal rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers
- Staff should always change children in an appropriate nappy-changing area which, whilst allowing for privacy are not completely closed off. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices. Where nappies are changed using the Hygiene suite, two members of staff will be present when possible.

Working with Parents/Carers

- School will work with parents/carers when developing a child's nappy changing routine.
- If a child has any disability or medical need that may affect their personal care routine, this will be addressed within their Health Care Plan which will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts in Nursery or Reception whether they have any particular needs, or any special words or actions used during their nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be passed on to the parents at the end of the session (i.e., badly soiled nappy/strong urine etc.)

Achieving Continence

- Staff will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having consistent expectations.
- In addition to this, a child's key person/Class teacher or Teaching Assistant will ensure that nappy changing times are relaxed to allow time to promote increasing independence.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by a member of Early Years staff, usually the child's Key Person. Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other key staff that they are taking a child to the toilet to change.
- Each instance of intimate care will be recorded on Medical Tracker by the adult who completed it. Details recorded will include:
 - what personal care tasks were carried out
 - by who
 - the time and date it was completed
- If a situation occurs that causes a member of staff concern, a second member of staff will be called (if not already present) and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately.
- Staff will be trained in Intimate/Personal care for children with specific needs.
- To ensure the safe moving and handling of children, children will use 'steps' to independently climb onto the changing area, with support provided if needed.

Changing procedures followed by staff:

- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required. (**N.B** - where cream is used the child should have their own named cream and written permission obtained from the parent).
- Approach the child and say or sign that it's time for a nappy change.
- Wash and dry your hands and put on a pair of disposal gloves/disposable apron. (**N.B** - staff must put a fresh set of gloves on for every child that has a nappy changed.)
- Support the child on to the nappy changing unit using the 'steps'.
- Remove the child's clothing to access the nappy.
- Staff members will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by the parents/carers. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- The staff member must then wash the changing table with antibacterial spray.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- The staff member must then place the used gloves in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to their playroom/classroom.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry.
- Complete the nappy changing log on Medical Tracker.

Health and Safety

Infection prevention control

Infection prevention and control is concerned with the prevention of avoidable risks of infection and the control and management of all unavoidable risks of infection to those administering and receiving intimate and personal care. We will manage infection risks related to the setting, equipment, staff working practices and clinical practices arising from the intimate and personal care of children. Please refer to the Infection Prevention and Control Policy and Procedures for guidance on implementation in your setting.

- Staff must wear protective clothing and disposable gloves.
- Soiled nappies to be double wrapped and disposed of in a dedicated bin or waste disposal unit.
- If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability to use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.
- Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
- The staff member will put on a pair of disposable gloves/apron.
- Remove the wet/soiled clothes from the child.
- Wet/soiled clothing will be put into a bag so that they can be sent home.
- Staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to their playroom/classroom.
- Staff will return to the changing area and clean the area using the blue mop and cleaning liquids provided. Area will then either be closed until dry or a wet sign would be placed up.

Parental Responsibilities

We work in partnership with parents/carers and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed.
- Parents are required to supply nappies, wipes and sundries that will be used and applied as necessary.
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.
- Parents must send their child in nappies or protective underwear until they are dry and clean the majority of the time.

Links to Legislation and other Policies

This personal and intimate Care Policy is linked to our.

- Safeguarding and Child Protection Policy
- DfE Guidance Keeping Children Safe in Education
- Supporting Pupils with Medical Conditions and Administration of Medicine Policy
- SEN and Disability Policy
- Health and Safety Policy
- Relevant Risk Assessments – Moving & Handling pupils & young people with physical disabilities

The guiding legislation includes:

- The Children Act 1989;
- The Childcare Act 2004
- The Childcare Act 2006;
- The Equality Act 2010;
- UN Convention on the Rights of the Child (1989);
- Health and Safety At Work etc. Act 1974;
- Equality Act 2010;
- Local safeguarding policy.

Health and Safety at Work Regulations

- Lifting and handling children and young people.
- Positive handling.
- Safe disposal of waste.
- Safe practices in First Aid.

Dealing with feedback and complaints

People have the right to express their dissatisfaction if they feel that they are not receiving the levels of support they need and deserve. In the first instance we would always seek an informal resolution through discussion and partnership working. If this cannot be achieved families and partners should follow the school's complaints policy.

Governors responsibilities

- To ensure there are appropriate toileting facilities to meet the needs of all their learners, including those with bladder and bowel health issues
- To ensure that sufficient staff are trained to meet the needs of their learners.
- The governing body will ensure that this policy is monitored and reviewed at least every three years.

Reviewed and agreed: September 2024

Next review: July 2026



Appendix 1: PERMISSION FORM FOR THE PROVISION OF CARE (all EYFS children)

If a child wets or soils themselves while they are at Nursery or Reception it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

John Shelton Primary has an Intimate Care Policy which is available by contacting the school office.

Please fill out the permission slip below stating your preference.

Name of Child..... Class.....

Please tick as appropriate

- I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves while in the care of John Shelton Primary School.

- I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signed Parent/Carer.....

Date.....



Appendix 2: Partnership agreement – nappy changing

Dear Parent/Carer of

We will change the nappy of your child according to the process described below.

1. The person changing should be in view of another member of staff, or able to call to another member directly. Doors to remain open.
2. A familiar member of staff to change the children.
3. Aprons and gloves must be worn and changed for each child to minimise risk of cross infection.
4. Clean the changing mat/unit before use with anti-bacterial spray and paper towels.
5. Child to be always supervised whilst on the unit.
6. Talk and sing nursery songs/rhymes to the child you are changing.
7. Heavier children to use the steps to get onto the changing unit with adult support/supervision.
8. All soiled/wet nappies, wipes, gloves, aprons and paper towels to be disposed of in nappy bin.
9. Clean area again with anti-bacterial spray and paper towels after use.
10. Wash hands thoroughly.
11. Record change on medical tracker.

Parental Consent

I agree to my child having their nappy changed as indicated above. I will supply all nappies, wipes, creams and disposal bags as required for the changing of nappies for my child.

Signed

Parent/Carer of

Date

Appendix 3: Changing guidance and procedures



John Shelton Community Primary School Intimate Care Procedure September 2024

Changing children's nappies

12. The person changing should be in view of another member of staff, or able to call to another member directly. Doors to remain open.
13. Unqualified staff not to change nappies. A familiar member of staff to change the children.
14. Aprons and gloves must be worn and changed for each child to minimise risk of cross infection.
15. Clean the changing mat/unit before use with anti-bacterial spray and paper towels.
16. Child to be always supervised whilst on the unit.

17. Talk and sing nursery songs/rhymes to the child you are changing.
18. Heavier children to use the steps to get onto the changing unit with adult support/supervision.
19. All soiled/wet nappies, wipes, gloves, aprons and paper towels to be disposed of in nappy bin.
20. Clean area again with anti-bacterial spray and paper towels after use.
21. Wash hands thoroughly.
22. Record change on medical tracker.

Changing children's clothes or underwear

1. Reassure the child and encourage them to get their bag.
2. The person changing should be in view of another member of staff, or able to call to another member directly.
3. Unqualified staff not to change children. A familiar member of staff to change the children.
4. Ensure the privacy for the child if changing in the class toilets.
5. As much as possible encourage the child to get changed themselves.
6. If required to support, ensure staff have gloves and apron on.
7. Wet clothes to be placed in a carrier bag and on peg. If they have body fluids on them, they need to be placed out of reach on a high peg.
8. Feedback to adult at the end of session of the reason why they have been changed.

Senior Member of Staff Responsible:	Janine Storer (Headteacher)
Designated Member of Staff:	Leadership Team
Pupil monitoring:	JS Parliament members
Governor Responsible:	TBC

This policy will be reviewed every 2 years or earlier if necessary.

Reviewed and agreed: September 2024

Next review: July 2026