

# Navigation Primary



Working together, learning together

## Intimate Care Policy

2024 - 2027

Approved by:	SLT	Date: May 2024
Last reviewed on:	March 2024	
Next review due by:	May 2027	

## **OVERVIEW**

1. Intimate care can be:
  - a. changing a child, or helping to change or clean a child, because of a toileting accident or sickness;
  - b. supporting an individual child, who has specific medical needs;
  - c. attending to the needs of a child with additional or special educational needs, who may need help with all aspects of personal care including washing, dressing and toileting.
2. Navigation Primary School (the 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.
3. Unless children have SEND, we expect that parent/carers to prepare their children for school by showing them how to dress and undress independently and manage their own personal hygiene. Every effort should be made to encourage independence before a child arrives at school.
4. Where children need help with personal intimate care we will ensure that the management of those needs will be carefully planned, that any child who requires such care is treated with respect and the child's safety, welfare and dignity will be of paramount importance at all times.
5. Only members of the School staff will provide intimate care.

## **OBJECTIVES**

1. To ensure that children are treated with respect when intimate care is given.
2. To ensure that the intimate care of children must never cause worry, distress humiliation or pain and that everything will be done to avoid embarrassment.
3. To ensure that the provision of intimate personal care meets fully the requirements of the School's Safeguarding & Child Protection Policy.
4. To ensure pupils who require intimate care are not discriminated against, in line with the Equality Act 2010;
5. To ensure that parents are appropriately involved and where urgent or emergency care is given parents/carers will be contacted at the earliest opportunity.

## **KEY STRATEGIES**

1. Where the need for personal intimate care is known in advance, the members of staff who provide it will be properly trained to do so and will be fully aware of best practice.
2. The School staff, in consultation with parents/carers, the school nursing service/health visitor or other relevant professional agencies, will draw up an intimate care plan. The child will also be consulted, if appropriate. See appendix 2 for a template plan.
3. Early years staff will give particular attention to planning for the development of independence skills, particularly for children who are highly dependent upon adult support for personal care.

4. Children will not be excluded from everyday educational activities solely because of a manageable condition.
5. In an emergency any member of staff may be asked to provide personal intimate care and they will be guided by this policy, the Safeguarding & Child Protection Policy and other relevant policies. Where practicable and always being mindful of the dignity of the child, more than one person should be present to safeguard the interests of both the child and carer unless the circumstances require immediate and urgent action and a second person is unavailable.
6. All nursery children will have a bag with spare clothes in and school has a stock of spare clothes for emergency use. Where a child has a care plan, parents must provide the School with a reserve of clothing. In an emergency, or if an older child has an unexpected accident, the School will provide appropriate temporary clothing which parents will be expected to wash and return, if none are available parents/carers will be contacted to bring a change of clothing to school.
7. Good practice in providing personal and intimate care will include the following:
  - being mindful of not causing distress to the child, where possible, have two colleagues present or if that is not possible, inform a colleague when a child needs to be taken to the toilet to administer intimate care;
  - where possible, make a record, including time and duration, on CPOMS;
  - consideration should be given to providing intimate care to children of the opposite sex and, when, considering this issue, attention should be paid to the age of the child his/her wishes and feelings, any expressed parental directions along with the wishes and feelings of the member of staff concerned;
  - staff will use gloves and protective clothing;
8. Staff members 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.
9. Where children have identified special needs that require personal and intimate care, individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child (appendix 2).
10. Where a child with SEN has on-going intimate care needs, arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan.
11. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.
12. The school's safeguarding procedures will be adhered to at all times.

## **HOME/SCHOOL LIAISON**

1. When a child joins the School as part of the induction information parents/carers will be asked to sign a form (see appendix 1) that they agree to intimate care being provided by the School. If consent forms are not returned the child will not be changed in the event of an accident until the parents/ carers arrive to change the child themselves.

2. It is imperative that parents/carers inform the School of any medical condition which may affect the child either in the short term or on a long-term basis. Any medication must be handed in at the school office and parents must fill in a medicines form to say that they consent to a member of staff administering the medicine.
3. On occasions, following an accident with severe soiling parents/carers will be contacted to collect the child so that they can be appropriately supported.

Navigation Primary School is committed to keeping all pupils safe and achieving excellent educational outcomes for all children, including those with protected characteristics as defined by Section 4 of the Equality Act 2010.

## Navigation P.S



PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

## Appendix 2

### Intimate care plan

Use this template for pupils who need regular support with toileting, washing and/or changing.

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent/carer	
Relationship to child	
Signature of parent/carer	
Date	
CHILD VOICE (IF APPLICABLE)	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.      Next review date:

To be reviewed by: