



Intimate Care Policy

Policy Consultation & Review

This policy is available through our website and paper copies can be obtained from the school office. When children join this school parents and carers are provided with a list of all available policies and documents, including this one.

Approved by:	Full Governing Body	Date:	April 2021
Last reviewed on:	April 2021		
Next review due by:	March 2023		

St Michael's Nursery and Infant School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled



pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice

- The management of **all children with intimate care needs** will be carefully planned and individual care plans put in place if required.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and are fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- **Where a care plan is not in place** and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or in person

Child Protection

- The Governors and staff of the School recognise that disabled children are particularly vulnerable to all forms of abuse.
- Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for



example) s/he will immediately report concerns to the Senior Designated Person for Child Protection.

- If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Appendix 1

Nappy Changing and Toileting

Statement of intent

Some children may still need to wear nappies when they start Nursery and other children will have 'accidents' from time to time. This will mean children need to be changed.

Aim

The aim is to ensure that every child feels comfortable, safe and cared for during a change of nappy and/or clothing. All staff will follow our procedure which will respect the child's feelings and fears. This is agreed with all parents.

Procedure

- Home/School agreement (below) to be signed by parents of children who are not yet toilet trained.
- Parents will be responsible for providing all nappies, wipes and nappy sacks.
- Only employed St Michael's staff are responsible for changing children.
- A child will be taken to the toilet area to be changed.
- They will be encouraged to lie down on a changing mat.
- All staff will wash their hands prior to changing a child.
- Staff member will notify another staff member that they are changing a child.
- Gloves will be worn by staff when changing a nappy and/or clothing.
- Soiled nappies and gloves will be disposed of in a nappy sack and placed in a lidded white bin.
- A child's clothing will be placed into a plastic bag to be taken home and spare clothes will be given. The spare clothes will be washed by the parent and returned to school. (If a child's clothing is very soiled, staff will wash the clothing immediately using School laundry facilities.)

St. Michael's CofE VA Primary and Nursery School



- The changing mat will be wiped down with an antibacterial wipe.
- A record of all nappy/clothing changes will be kept in the Nursery and Reception classes.

I, the parent/carer of _____

Agree that:

- My child will arrive in a clean nappy or I will change it on arrival
- I will provide all nappies, wipes and nappy sacks to be used
- I will report any changes in my child's routine or skin care
- I will work with staff to help my child to become toilet trained

Signed _____ Date _____