



Intimate Care Policy

	Signature	Date
Chair of Committee	A. Fortgang	23/10/24
Headteacher	H. England	23/10/24
Committee Approval		Autumn 2024
Next Review Date		Autumn 2025

Intimate Care Policy

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 children. In school this may occur on a regular basis or during a one-off incident. Newtown School is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Intimate Care is defined as:

Care involving a child's private parts such as nappy changing, changing a child when they have soiled or changing a child's clothes.

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 child has a right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities
- All children have the right to express their views on their own intimate care and to have their views taken into account
- Every child has the right to have levels of intimate care that are appropriate and consistent

Procedure for changing a child who has soiled him/herself

The child'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 child will be given the opportunity to change his/her underwear in private and carry out this process themselves.
- Parents are asked to send spare clothes to school as children prefer wearing their own clothes. School will have a supply of wipes, clean underwear and spare uniform if required.
- If a child is not able to complete this task unaided, school staff will attempt to support to change the child.
- The member of staff who has assisted a pupil with intimate care will follow child protection/safeguarding guidelines.
- Ensure the child is happy with who is changing him/her.
- Be responsive to any distress shown.
- Staff and child thoroughly wash and dry their hands following recommended hand washing procedures.
- Always wear protective disposable gloves
- Seal any soiled clothing in a plastic bag for return to parents/carers.
- Record on CPOMs under intimate care and inform parents at the end of the day.

Body fluids (urine, faeces, blood and vomit) will be cleaned up immediately and disposed of safely by using the designated waste bins. When dealing with body fluids, staff should wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled pupil clothing will be bagged to go home.

Procedure for changing a nappy

- Children who are soiled will be changed immediately
- Gloves worn by staff.
- Staff collect all changing items needed before changing the child.
- Changing units used or children encouraged to stand.
- Children will not be left unattended in the changing area.
- Wet/soiled nappies will be removed, and the child cleaned with baby wipes (unless otherwise specified by the parent) from front to back.
- (Parents provide nappies and wipes)
- If needed, cream will be applied and then a clean nappy/pull up will be put on. (Parents/carers must provide their child's own labelled nappy cream).
- Changing unit will be sprayed with sanitizing spray and wiped thoroughly using blue roll.
- Soiled nappies, used wipes and gloves will be disposed of in the designated yellow nappy bin.
- Staff and child will thoroughly wash and dry their hands following recommended hand washing procedures.

- Record on CPOMs under intimate care and inform parents at the end of the day. Please record if the child has a rash.

School Responsibilities

All members of staff working with children are vetted. Vetting includes criminal record checks and two references. Only those members of staff who are familiar with the Intimate Care policy and other care policies of the school are involved in the intimate care of children. Where anticipated, intimate care arrangements are agreed between the school and parents/carers. Consent forms are signed by the parent/carers and stored in the child's file. 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. 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 Safeguarding Lead.

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 children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children 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 children and staff

- Get to know the child before working with them
- Involve the child in the intimate care. Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent/carer about any preferences while carrying out the intimate care.
- Agree terminology for parts of the body
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

- Make sure practice in intimate care is consistent. As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
- Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, ask. 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 you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
- If you have any concerns, you must report them. If you observe any unusual markings, discolouration or swelling, report it immediately to the Designated Safeguard. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, re-assure the child, ensure their safety and report the incident immediately to the designated safeguarding lead. Report and record any unusual emotional or behavioural response by the child.

Parental Consent Form for Intimate Care

Permission for school to provide intimate care, such as changing nappies, helping with toileting and changing soiled clothes. Please read carefully and fill in the appropriate section.

I understand that:

- I am giving permission for Newtown School to provide any required intimate care for my child, such as changing soiled clothing, changing nappies and supporting with toileting.
- My child's right to privacy will be respected and only adults who are employed by the school and are well known to my child will provide intimate care.
- It is my responsibility to advise school of any medical complaint that my child has, which may affect issues of intimate care.

Name of Child.....

Name of parent/guardian.....

Signature.....

Date.....

I **do not** give permission for Newtown School to provide intimate care. I understand that Newtown School will contact me if my child requires intimate care. I understand that I will need to attend school to provide intimate care.

Name of Child.....

Name of parent/guardian.....

Signature.....

Date.....