



# POWELL CORDEROY SCHOOL

## INTIMATE CARE POLICY

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**Last reviewed:** December 2018

**Due for review:** December 2019

**Owner:** Inclusion Leader

**Reviewed by:** Full Governing Body

**Review Status:** 1 year

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Powell Corderoy Primary 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 to ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. No child should be attended to in a way that causes distress, embarrassment or pain. See link for further guidance: [Intimate Care and Toileting: Guidance for Early Years Settings and Schools](#)

### 1. Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs. Staff should also be mindful of the fact that children requiring intimate care may often be embarrassed, upset and emotionally distressed by the event; great care should be taken to reassure, support, comfort and handle sensitively any such incidents, ensuring the child fully understands what is being done at all times. The child's dignity should always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues.

Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

The following policy is a model based on best practice.

### 2. Our approach to best practice

Powell Corderoy Primary 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. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The management of all children with intimate care needs will be carefully planned.

The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Agreed by: \_\_\_\_\_

Staff will encourage each child to act as independently as possible and to undertake as much of their own personal care as is possible and practicable.

When assistance is required, this should be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible but also respecting privacy.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

It is sometimes necessary to have to change children in relation to soiling or wetting underwear/clothes. Staff will carry out intimate care when a child is in need of cleaning up and parents will be notified. Parents will be contacted to take a child home if a child has soiled him/herself because of illness or if the level of soiling is such that the child needs a bath or shower as we do not have these facilities in school. Wet wipes are available in school for cleaning a child up.

- The child will be supported to achieve the highest level of autonomy that is possible given their age or abilities. Staff will encourage the child to do as much for him/herself as he/she can.
- The child's right to privacy will be respected.
- Arrangements for intimate and personal care must be open and transparent and accompanied by recording systems.
- Staff do have the right to decline to change a child if they have objections and in this case another staff member will change the child.

### **3. Children wearing nappies**

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

### **4. Healthy and Safety**

Staff should always wear bacterial barrier gloves when dealing with a child who is soiled or when changing a nappy or clothes. These are kept in the medical room and in the disabled toilet of the hut.

### **5. Special needs**

Children with special needs have the same rights to privacy and safety when receiving intimate care. Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the child's individual healthcare plan and should state whether or not these intimate or personal care procedures should involve more than one member of staff. The views of parents, carers and the child, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

### **6. Physical Contact**

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact.

Agreed by: \_\_\_\_\_

The expectation is that when staff make physical contact with pupils it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

### 7. The protection of children

There needs to be an appropriate level of supervision in order to safeguard children, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

Child protection procedures will be adhered to.

If an allegation is made against a member of staff County procedures will be followed.

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Policy approved by: \_\_\_\_\_ (print name)

On behalf of: \_\_\_\_\_ (committee or FGB)

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

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

Agreed by: \_\_\_\_\_

## APPENDIX 1: INTIMATE CARE REPORT

Pupil's Name:		Date:		Time:	
		Year:			
<b>Reason for need of intimate care:</b>					
Soiled		Wet		Other	
Other (specify)					
<b>Action taken:</b>					
Child changed - accompanied		Child changed - independent			
Child cleaned		Other			
Other (specify)					
<b>Resources used to clean:</b>					
Toilet Tissue		Wet wipes			
Other (specify)					
<b>Additional Comments:</b>					
(If applicable)					
<b>Outcome:</b>					
Parent / carer contacted		Unable to contact parent / carer			
Time:					
Collected from school		Remained in school after intimate care			
Time:					
<b>Parents informed:</b>					

Agreed by: \_\_\_\_\_

Copy of Intimate Care Report			
Intimate Care administered & Form completed by:	Sign:		Date:
Intimate Care Witnessed by:	Sign:		Date:
<p>Your child has needed intimate care today and has needed to borrow clean clothes from the school. Please return these clothes clean as soon as possible as they may be needed for another child.</p>			
<b>Clothes Borrowed</b>			
Pants / Knickers		T-Shirt	
Socks		Sweatshirt	
Trousers / Skirt		Shoes	
Clothes returned: :	Yes / no:	Date returned:	

*Please copy form and give to parent. File original form in school office file.*

Agreed by: \_\_\_\_\_