COLLIS PRIMARY SCHOOL

Intimate Care Policy

Collis Primary School
Fairfax Road, Teddington TW11 9BS

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Non-Statutory Policy

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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans.
- The dignity, rights and wellbeing of every child are safeguarded.
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010.
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and Statutory Guidance

This policy complies with statutory safeguarding guidance.

3. Role of Parents/Carers

3.1 Seeking Parental Permission

For all children who might need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form as part of their induction forms in Early Years.

For children whose needs are more complex or who need particular support outside of what is covered in the permission form, an Intimate Care Plan will be created in discussion with parents/carers (see Section 3.2 below).

Where there is not an Intimate Care Plan for routine care in place and an intimate care procedure needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an Intimate Care Plan

Where an Intimate Care Plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there is doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The Plan will be reviewed annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See Appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing Information

The school will share information with parents/carers when a child has needed support due to a soiling or wetting accident and an Intimate Care Plan is not in place to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of Staff

4.1 Which Staff Will Be Responsible

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

4.2 How Staff Will Be Trained

Staff will receive:

- Training for specific types of intimate care that need to be taken as part of an Intimate Care Plan by a health care professional where advised.
- Regular safeguarding training.
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible.

They will be familiar with:

- The control measures set out in risk assessments carried out by the school.
- Hygiene and health and safety procedures.

They will also be encouraged to seek further advice as needed.

5. Intimate Care Procedures

5.1 How Procedures Will Happen

Where we feel appropriate two members of staff will be present for all intimate care procedures.

Procedures will usually be carried out in the nearest toilet however the school has a disabled toilet with shower which is available for use if needed.

When carrying out procedures, the school will provide staff with appropriate equipment such as protective gloves, cleaning supplies, nappy sacks and bins.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely and discreetly returned to parents/carers at the end of the day.

5.2 Concerns About Safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Lead Assistant Head and Designated Safeguarding Lead (Sophie Macartney) or, if she is not available, the Head Teacher and Deputy Designated Safeguarding Lead (Kevin Hogston).

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring Arrangements

This guidance will be reviewed by the Designated Safeguarding Lead (Sophie Macartney) annually and approved by the Head Teacher and Deputy Designated Safeguarding Lead (Kevin Hogston).

7. Links with Other Policies

This policy links to the following policies and procedures:

- Accessibility Plan
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Special Educational Needs and Disability Policy
- Supporting Pupils with Medical Conditions Policy

Appendix 1 – Intimate Care Plan Template

Parents/Carers	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given (if needed)	
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 ensuring care is carried out according to the Intimate Care Plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Child	
How would you like your care to be given?	
Signature of child	
Date	

Appendix 2 – Parent/Carer Consent Form

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)	☐
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)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). 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). 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.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	