



Brentfield Primary School

Children of Today, Champions for Tomorrow

Intimate Care Policy

Head Teacher	Mrs N. Harmer
Person Responsible	Ms S. Rawat
Reviewed	October 2024
Next Review Date	October 2025

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At Brentfield School, we firmly believe that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school. However, we recognise that there may be additional needs that a child may have which necessitates him or her to require intimate care.

1. Aims

This policy aims to ensure that:

- Intimate care is conducted properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents/Carers are assured that staff are knowledgeable about intimate care and that the needs of their children are considered
- Staff conducting 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 which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and Guidance

This policy complies with statutory safeguarding guidance.

- Keeping Children Safe in Education 2023

3. Responsibilities

The Role of the School

Staff involved in the intimate care of pupils will receive training and will be familiar with risk assessments and hygiene procedures. Staff will always undertake their duties in a professional manner. We are committed in providing personal care that maintains the dignity of the individual and maximises both safety and comfort. Any regular requirements of an intimate nature will be planned for and children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. We are aware that children will have toileting accidents therefore ask all families to provide extra clothing for pupils within the Early Years

The Role of Parents/Carers and seeking parental permission

For children who need routine or occasional intimate care (e.g., for toileting or toileting accidents), parents will be asked to sign a consent form.

Where there is not an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to contact parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be completed to ensure the child is comfortable, and the school will inform parents/carers afterwards.

For children whose needs are more complex or who need support outside of what is covered in the permission form, an intimate care plan will be created in discussion with parents.

Parents/carers should provide nappies, nappy sacks, wipes, additional clothing or any other relevant resources. The school will provide gloves, plastic aprons, a bin and liners to dispose of any waste.

Recording

All incidents of intimate care will be recorded and be signed by any staff involved. Copies of records will be kept in close proximity of changing spaces and completed sheets stored in appropriate pupil files. General one-off incident records will be held in the Welfare Room.

4. Safeguarding

Safeguarding procedures will be always adhered to. If a member of staff has any concerns about physical changes in a child's presentation (for example, unexplained marks, bruises or soreness) s/he will immediately report concerns to the designated lead for child protection.

If a child becomes distressed or unhappy about being cared for by 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 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.

All staff responsible for the intimate care of children will have this set out in their job description and 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.

5. Monitoring Arrangements

This policy will be review annually by the Inclusion Lead and be approved by the governing body.

6. Links to Other Policies

This policy links to the following policies:

- Accessibility Plan
- Equality information and objectives
- Supporting Pupils with Medical Conditions
- Special Educational Needs Information Report and Policy
- Safeguarding Policy

Frequently Asked Questions

Who will change the nappy/wet/soiled clothing?

The Early Years team will primarily be responsible for providing intimate care for pupils within the Early Years. Such duties will be performed by one member of staff. However, there will always be another member of staff present or within the vicinity and aware of the procedure taking place. For children in need of routine care, there will be a plan in place which identifies the key adults responsible for care and in their absence a pre-nominated adult.

Where will changing take place?

The changing of nappies and soiled clothing will take place in the medical room. For children in the Early Years who do not require routine changing or assistance, they will be changed discreetly within the toilet area. All instances of intimate care will be recorded in the classroom or the welfare room. Where appropriate, children will be encouraged to be as independent as possible in in self-care routines.

What resources will be used?

A changing mat (if applicable), aprons, protective gloves, cleaning supplies, nappy sacks, nappies, cleaning wipes, cream.

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.

How will the nappies be disposed of?

Nappies will be placed in a nappy sack and disposed of in the designated bins.

What infection control measures are in place?

Staff will wear disposable gloves and aprons whilst dealing with incidents. Blue roll paper will be put on to the medical bed and the changing mat placed on top if this is where changing takes place. For pupils, unable to be changed in the Welfare Room, procedures for changing will be outlined in Individual plans. The changing area will be cleaned after use.

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

How do you support toilet training?

- Pupils are familiarised with the toilets (flush, cubicles, sinks, dryers etc)
- Visual picture sequence cards are displayed in toilets in the Early Years and in other areas where required.
- Social stories are used to help pupils understand the toileting process.
- Resources such as toys may be taken into the toilet to make the experience more relaxed.
- A pupil may be taken to the toilet at a time that monitoring has indicated as the time when the pupil usually soils themselves.
- All staff will use the same language and will share this with families to maintain consistency.



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Home-School Partnership Agreement for Intimate Care

The Parent/Carer:

- ✓ I agree to ensure that my child is changed at the latest possible time before being brought to school.
- ✓ I agree to provide the school with spare clothing, nappies, wipes, disposable bags and creams. If a child requires prescribed cream administering, the parent/carer is expected to provide written permission beforehand by completing the appropriate documentation. (This can be obtained from the school Welfare Officer).
- ✓ I understand and agree the procedures that will be followed when my child is changed at school.
- ✓ I agree to inform the school should my child have any marks/rash.
- ✓ I agree to inform the school of any medical condition, which requires my child to need a nappy.
- ✓ I agree review the arrangements should this be necessary.

The School:

- ✓ We agree to change your child should he/she soil him/herself or become uncomfortably wet.
- ✓ We agree to undertake any intimate care duties in a professional manner.
- ✓ We agree to document the number of times your child is changed and by whom.
- ✓ We agree to report should your child be distressed, or if marks/rashes are seen.
- ✓ We agree review the arrangements should this be necessary.

Signed _____ (Parent/Carer) Date _____

Any comments:



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Intimate Care Plan

Name	
Date of birth	
Date of plan	
Background information/ diagnosis	
Communication	Use of symbols Signs Verbal prompts Object of reference etc
Self-care skills	Fully dependent/aided Supported/independent
Mobility	Independent/steady/grab rail Unsteady/wheelchair user
Facilities	Environment to provide dignity & safety Curtain Handwashing
Equipment	Gloves, wipes, aprons, waste bins foot operated. Changing mat/moving and handling equipment/ Medical bed Continence produce Nappy size Paper towels/liquid soap/spray cleaner
Disposal of soiled clothing	Solid waste into the toilet. Clothes sent home in tied plastic bag. Indicate to parent contents of bag verbal or via home-school link.
Frequency	On arrival/mid-morning/morning/lunchtime/mid-afternoon/ whenever necessary/on request
Review Date	As needs change

Signed _____ (Parent/Carer) Date _____

Any comments:



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Intimate Care Record

Pupil Name:				
Date	Time	Staff signature 1	Staff signature 2	Comment/Observation

Safeguarding concerns must be discussed with the DSL immediately.



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Intimate Care Record

Name	Date	Time	Signature	Signature	Comment/Observation

Safeguarding concerns must be discussed with the DSL immediately.



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Changing Procedure

Step		Procedure
1	Protective clothing	Put on gloves and apron
2	Area/adults	<p>Ensure that the area where changing is taking place is appropriate and promotes privacy and dignity for the child.</p> <p>Changing should be performed by one member of staff. However, a second adult must always be present or within the vicinity and aware of the procedure taking place.</p>
3	Soiled items	Have bag open ready for soiled items
4	Changing	<p>There is no need to put a child onto a changing surface if s/he has standing balance and is happy to be cleaned while standing.</p> <p>Remove soiled nappy/underwear and clean pupil using wipes. Pupils should be encouraged to take responsibility for as much of the cleansing and changing routine as is possible.</p> <p>Put a clean nappy/underwear on. (Only where agreed, put on any necessary creams)</p> <p>Be responsive to a pupil's reactions. If the pupil appears to be distressed or uncomfortable, stop and try another approach. Try to perform the change swiftly.</p> <p>This step may vary depending on the needs of the child.</p>
5	Cleaning	Disinfect changing area
6	Disposal of soiled items	Soiled nappies, apron and gloves to be placed in a bag and disposed of in a designated clinical waste bin.
7	Handwashing	Wash hands using soap
8	Recording	Record details of changing
9	Reporting	<p>Report any marks, sores, misunderstandings or misinterpretations, unusual emotional reactions or if a child is accidentally hurt to the DSL.</p> <p>Report any abnormal stools to the parent/carer.</p>

Safeguarding concerns must be discussed with the DSL immediately.