

THE HARLINGTON AND SUNDON ACADEMY TRUST



HARLINGTON LOWER AND SUNDON LOWER SCHOOL **INTIMATE CARE POLICY**

Approved by Curriculum Trustee Committee: June 2023
Next review: June 2026

This Intimate Care policy should be read in conjunction with the schools' policies as below:

- Safeguarding policy and child protection procedures
- Staff code of conduct and guidance on safer working practice
- Confidential Reporting (Whistle-blowing) policy
- Health and Safety policy and procedures
- Special Educational Needs and Disabilities policy

RATIONALE: To enable all pupils to take a full and active part in school life in the spirit of the school's commitment to inclusion.

CHILD FOCUSED PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles upon which the policy is based:

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

DEFINITION

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes supervision of pupils involved in intimate self-care.

UNEXPECTED/UNPLANNED INCONTINENCE

1. Very young pupils may have 'accidents' which will be dealt with discreetly.
2. Clean underclothes are kept in school which can be used if the child is wet. The parent is asked to send them back to school washed and dried.
3. Parents are always informed.
4. Parents will be sent for if a child is heavily soiled as it is more sympathetic to the child's self-respect if a parent deals with it.
5. If incontinence happens regularly the school nurse will be informed and the parent will be encouraged to seek further medical advice.

EXPECTED/PLANNED INCONTINENCE

1. In the case of children who are expected to need routine or occasional intimate care (for example, due to age), a parental consent form will be obtained (see Appendix 1). This is for all children of Nursery age (at Sundon Lower School) and any Reception children who are expected to need this.

2. In the case of medical conditions which are expected and planned, designated members of staff will change/supervise the child, in accordance with the individual's care plan. Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.
3. Training and facilities will be provided.
4. Accurate records should be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour/appearance. It should be clear who was present in every case.

MEDICAL PROCEDURES

1. Pupils who are disabled might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the health care plan or MSP and will only be carried out by staff who have been trained to do so.
2. It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly.
3. Any members of staff who administer first aid should be appropriately trained in accordance with LA guidance. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

In all cases, another member of staff (employed by the school) must be present although this can be on the other side of a door. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEND advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

SEEKING PARENTAL PERMISSION

Where there isn't 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 get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

SAFEGUARDING CONCERNS

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 via CPOMs (in line with the Trust'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 Designated Safeguarding Lead.

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 Trust Safeguarding Policy.



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.

Appendix 1

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
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 my child has an infection)	☐
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be washed and changed in case of a toileting accident. Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed. I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.	☐
Parent signature	
Name of parent	
Relationship to child	
Date	