



FEDERATION OF  
**St Peter's and St Gildas'**  
INFANT AND JUNIOR SCHOOLS



# Intimate Care Policy

Updated by	Sinead O'Brien
Governor Responsible	Brid Daly
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Review period	Annual
Signed	

**St Peter's and St Gildas' Schools**  
**Intimate Care Policy**

This policy represents the agreed principles for intimate care throughout the school. This policy has been agreed by staff and governors within the school.

**Introduction**

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children

**Principles**

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall 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.

St Peter's and St Gildas' SLT are 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.

**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 care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

In the case of a specific procedure (such as the administration of rectal diazepam) only a person suitable trained and assessed as competent should undertake the procedure.

**Organisation**

The management of all children with ongoing 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.

Staff who provide intimate care are aware of best practice through Child Protection and Health and Safety training (see section on Health and Safety).

If a child needs to be cleaned, staff will make sure that the child will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. Staff will encourage each child to do so as much for him/herself and he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances and needs of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted or cleaned. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. A further adult will supervise remotely. This may mean ensuring that the connecting door between toilet and classroom or medical room and main office are always left open. Another member of staff should always know when intimate care is being given.

Intimate care arrangements will be made available to parents through the intimate care policy. Where a child needs intimate care on a regular basis their care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

A log will record details about any intimate care procedures carried out as agreed on the child's care plan. This log will form part of the discussion at review meetings about the plan.

### **Children wearing nappies**

Parents will be asked to sign an agreement form outlining, as part of the care plan, who will be responsible for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

A notebook will be used to record who changes the child and how often this task is carried out

It is the parent's responsibility to provide nappies, disposal bags, wipes, changing mat etc. School will provide gloves, plastic aprons, a bin and dispose of any waste.

By implementing this good practice parents are reassured that the school has systems in place and procedures for staff to follow.

### **Changing facilities**

Following occasional accidents children will be changed in the school medical room or in the case of children in EYFS in the class toilets.

Our infant school is equipped with a disabled toilet which allows a little more space for changing children who require regular intimate care.

### **Health and Safety**

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedure. They should always wear gloves (and an apron if required) when dealing with a child who is bleeding or soiled or when changing a soiled

nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in an external bin and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Soiled clothes will be placed unwashed in a sealed plastic bag and sent home with the child. Staff should be aware of the school's Health and Safety Policy.

### **Sun Protection**

The Head teacher and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When necessary, staff deemed may apply sunscreen to children who cannot do so for themselves, where prior permission has been given by the parent/carer.

### **Special Needs**

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought in regular reviews of these arrangements.

### **Safeguards for children**

There is an obligation on local authorities to ensure that staff who have substantial unsupervised access to children undergo police checks.

All staff at St Peter's and St Gildas' are CRB checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The CRB's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors. (Please see Adult Volunteers Policy for further information)

**The Federation of St Peter's and St Gildas' Schools**

**Permission form for the Provision of Care**

(to be filled in for children in Early Years with a particular need)

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

St Peter's and St Gildas' school has an Intimate Care Policy which is available to view on our website (<https://stpetersandstgildas.co.uk/>) or ask for a copy from the office.

Please fill out the permission slip below stating your preference.

Yours sincerely,

Miss E Robertson

✂ .....  
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Name of child ..... Class .....

Please delete as appropriate

\* I give my consent for my child to be changed and cleaned by Early Years staff if he/she wets/soils themselves while in the care of St Peter's and St Gildas' school.

\* I do not give consent for my child to be changed and cleaned if he/she wets/soils themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer ..... Date .....