

Woodmancote School and Little Chestnuts Intimate Care Policy and Agreement for parents

Designated Member of Staff	G Tucker
Committee with responsibility	Safeguarding Committee
Date of Issue	September 2014
Frequency of Review	Annually

Issue Number	Issue Date	Summary of Changes
1	September 2014	New Policy
2	September 2017	Reviewed-no changes
3	September 2020	Reviewed-no changes
4	May 2022	Reviewed-no changes
5	September 2023	Reviewed Reference to KCSIE 2023
6	September 2024	Reviewed Reference to KCSIE 2024
7	September 2025	Reviewed-addition of agreement to policy to be completed and signed by school and parents/carers

Introduction

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 (e.g. the administration of rectal diazepam).

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.

Woodmancote 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. The school recognises that there is a need to treat all children with respect when intimate care is given and to work in close partnership with parents/carers. No child should be attended to in a way that causes distress or pain.

Our Approach to Best Practice

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.

The school recognises that 'accidents' happen, but also recognises that some children do not start school properly toilet trained. If this becomes apparent after the initial introduction to school, staff will evaluate the manageability of the situation with parents and an Intimate Care Plan will be drawn up in consultation with the child's parents. It is generally the case that where there is no obvious medical reason why the child should not be properly toilet trained, the parent will be asked to work closely with the school in providing such training and managing the situation. The school nurse will be contacted to work alongside school and parents to toilet train the child.

Staff who provide intimate care are trained to do so through the safeguarding policy and Guidance for working with children document.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguarding to both staff and children/young people.

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 as much for him/herself as 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 such as appropriate to suit the circumstances 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. Where possible one child will be catered for by two adults.

Wherever possible the same child will be cared for by a small team of adults.

Wherever possible staff should only care intimately for an individual of the same sex, although this is age dependent. In certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence.

Intimate 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.

Good Practice in Intimate and Personal Care

- Getting to know the pupil before working with him/her.
- Being aware of any cultural or religious sensitivities related to aspects of intimate care.
- Speaking to the pupil by name and ensuring that they are aware of what intimate care is to take place.
- Addressing the pupil in an age appropriate manner.
- Agreeing terminology for parts of the body and bodily functions that will be used by all (Home and School)
- Respecting a pupil's preference for a particular sequence of care.
- Giving clear prompts in an appropriate way to allow the pupil to anticipate and prepare for events e.g. show a clean nappy to indicate the intention to change, or a sponge for washing.
- Encouraging the pupil to do as much as possible for themselves.
- Always seeking the child's permission to carry out a task.
- Providing facilities that allow dignity and privacy.
- Keeping records as required.

The Protection of Children

Child Protection Procedures and Inter-Agency Child Protection Procedures will be adhered to.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to the appropriate Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection Procedures for details) and reference made to

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332666/Working_together_to_safeguard_children.pdf)

Intimate Care Plans

Where a routine procedure needs to be established, a care plan should be prepared in consultation with all relevant parties. It is vital that care plans are prepared prior to admission, and where possible opportunities are made for the pupil and family to meet the staff who will be providing intimate care. The plan should be signed by all who contribute and reviewed on a regular basis.

When writing a plan, whole school and classroom management considerations should be taken into account, for example:

- The importance of working towards independence.
- Substitutes in case of staff absence.
- Strategies for dealing with bullying/harassment (if a child has an odour for example).
- Seating arrangements in class (ease of exit).
- A system to leave class with minimum disruption.
- Avoiding missing the same lesson for medical routines.
- Awareness of discomfort that may disrupt learning.
- Implications for PE (changing, discreet clothing etc).

Any plan should be clearly recorded to ensure clarity of roles, responsibilities and expectations. A procedure should be included to explain how concerns arising from the intimate care process will be dealt with.

Training

The requirement for training will vary and will be influenced by the needs of individual pupils. Designated staff may require training in safe moving and handling.

Where basic care is required (similar to that normally provided by any parent or carer) then little or no training may be required.

In the case of medical procedures such as catheterisation then specialist training is vital before any procedure is undertaken.

Examinations-No child will be subject to an intimate examination at school without the express permission of parents.

Safeguarding

This policy should be read alongside the school's Child Protection and Safeguarding policy.

Further Guidance

- 'Working Together to Safeguard Children' [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262699/Working_together_to_safeguard_children_-_2015.pdf)
- [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262699/Working_together_to_safeguard_children_-_2015.pdf)

Signed: Chair of Safeguarding Committee

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
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 many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: template parent/carers consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
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)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>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).</p> <p>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.</p>	<input type="checkbox"/>
Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	