



# Woodlands Federation

Chair of Governors: Mrs Monica Pell  
Executive Head teacher: Mrs Inez Morse  
Safeguarding Governor: Mrs Monica Pell

## Intimate Care Policy 2019-2020



Broad Oak Head of School: Mrs Claire Kinsella - 01435 862951  
Dallington Head of School: Mr Paul Cox - 01435 830335  
Punnetts Town Head of School: Mrs Inez Morse – 01435 830361

Safeguarding Governor:

Date:

Executive Head:

Date:

Head of School:

Date:

# Intimate Care Policy

Woodlands Federation policy review April 2019

Next policy review April 2020

## **Introduction:**

We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

We take seriously our responsibility to safeguard and promote the welfare of the children in the care of the school.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that *any child with an impairment that their ability to carry out normal day-to-day activities must not be discriminated against.*

The child who requires intimate care is treated by staff with sensitivity and respect at all times.

The child's welfare and dignity is of paramount importance and staff will be trained to be vigilant and responsive to the child's intimate care needs.

The child who requires regular intimate care because of a disability will be placed on the school *Special Educational Needs (SEN) Register* following the East Sussex SEN Matrix which details expected provision to meet the child's need.

No child shall be attended to by staff in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care and safeguard the child's dignity and well-being. Parents were consulted before this policy was published.

**Definition:** *Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.*

## **Our approach to best practice:**

- The management of all children with intimate care needs will be carefully planned;
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice;
- Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years;
- Staff will always encourage children to attempt undressing and dressing unaided;
- Children may seek physical comfort from staff - particularly the children in Reception. Where children require physical support, staff must be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care suitable to the age, gender and situation of the child;
- Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents may sign a permission form so that the staff can

clean and change their child in the event of the child soiling themselves (Appendix 1).

If parent/carer does not give written consent for intimate care:

- The school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. The child will be encouraged to change into dry, clean clothes, comforted and kept away from the other children to preserve dignity until the parent arrives. An adult will stay with the child, giving comfort and reassurance until the parent/carer arrives. The child will be covered for modesty at all times;
- If a parent/carer or emergency contact cannot attend, the school will seek to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If concerns continue, the school will listen to the family and advise on how to best support the child;
- If the parents and emergency contacts cannot be contacted the Head of School will be consulted. If the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child. All necessary actions will be recorded;
- When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings;
- There will always be two members of staff present for intimate care.

If a child needs to be cleaned routinely or in an emergency, staff will make sure:

- They inform another member of staff that they are changing a child;
- Protective gloves are worn;
- The procedure is discussed in a friendly, reassuring way with the child throughout the process;
- The child is encouraged to care for themselves as far as possible;
- Physical contact is kept to the minimum possible to carry out the necessary cleaning;
- Privacy is given appropriate to the child's age and the situation;
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet;
- Any soiling that can be, is flushed down the toilet;
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

If intimate care is **not part of a routine provision**, a record is put on [CPOMS: Safeguarding and Child Protection Software for Schools](#)

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The child's name;
- Written instructions provided by parents or doctor;
- Prescribed dose;
- Expiry date medicines should generally be kept in a secure place, not accessible to pupils, but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a physiotherapist and/or occupational therapist.

There is careful communication with any child who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

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 and menstruation.

Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities. All school support will be confidential and managed sensitively.

Individual care plans as part of SEN provision will be drawn up for any child requiring regular intimate care and the intimate care arrangements will be discussed with parents/carers and child on a regular basis and recorded on the 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;
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

### **The Safeguarding and Protection of Children**

The Governors and staff recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) they will immediately report concerns to the Designated Safeguarding 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.

If a child makes an allegation about a member of staff, it will be investigated in accordance with agreed procedures and staffing will be altered until the issue is resolved. Further advice will be requested from outside agencies if necessary.

Records will be kept as for any child using [CPOMS: Safeguarding and Child Protection Software for Schools](#)

This policy should be read in conjunction with the following school policies:

- SEN Information Report
- Inclusion Policy
- Safeguarding
- Off-site visits
- Complaints
- Health & Safety Audit
- First Aid
- Privacy Notice

## Woodlands Federation Intimate Care Policy 2019 -2020

### Appendix 1

We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

All staff will be mindful of child dignity and confidentiality.

The child who requires intimate care is treated by staff with sensitivity and respect at all times.

### **TO BE SIGNED AND RETURNED TO THE SCHOOL OFFICE**

Permission form for intimate care if a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible.

Our staff are experienced 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.

Woodlands Federation of primary schools have an ***Intimate Care Policy*** which is available to view on the school website or a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference and return it to the office of the school your child attends. This will be retained in the school office in your child's confidential file

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## Woodlands Federation

*Broad Oak  
Dallington CofE  
Punnetts Town*

Name of Child.....

Class.....

Please tick box as appropriate

**I give consent** for my child to be changed and cleaned if they wet/soil themselves at school.

**I do not give consent** for my child to be changed and cleaned by staff at school and I will organise necessary care if they wet or soil themselves.

I understand if the school is unable to contact me /emergency contact, staff may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer.....

Date.....

