

**Pudsey Bolton Royd  
Primary School**



**Intimate Care Policy**

<b>Governor Links</b>	<b>Staff Link</b>	<b>Headteacher</b>
Mrs J Preston (SEND) Ms E Edgington (EYFS)	Mrs K Walsh Assistant Headteacher: Inclusion / SENCo	Mr K Buck
<b>Date of Policy</b>	<b>Frequency of review</b>	<b>Date of next review</b>
Revised October 2020	Every 2 years	October 2022

## Pudsey Bolton Royd Primary School Intimate Care Policy

At Pudsey Bolton Royd Primary School, we are committed to safeguarding and promoting the welfare of all our children.

### Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. Most children are able to manage their intimate care needs themselves, but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with a child. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited.

Intimate care is a sensitive issue and requires staff to be respectful of the child's needs. The child's dignity should always be preserved with privacy, choice and control.

It is generally expected that most children will be toilet trained before they begin at school or nursery. However, we recognise that children will join Pudsey Bolton Royd Primary School, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to.

Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

### Pudsey Bolton Royd's Approach to Good Practice

Pupils should be encouraged to act as independently as possible and to undertake as much of their own intimate care as is possible and practicable. This may mean, for example, giving the child responsibility for washing themselves and a member of staff may support by visually checking the child is clean. Staff should not assist with intimate or personal care tasks which the pupil is able to undertake independently. When assistance is required, this should normally be undertaken by one member of staff. In the event a child refuses, or the child is soiled to the point where they are unable to clean themselves to a comfortable state, the parent/carer will be contacted.

Pudsey Bolton Royd Primary 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. 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. Staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

It is expected that all children in Nursery will have a named bag with spare clothing, socks and underwear in. They should also have a bag for the soiled clothes and where necessary for their child, spare pull-ups, wipes and nappy bags. These bags will remain on their child's peg in Nursery and only taken home if staff indicate to parents that they contain soiled clothing or need replenishing.

### Child Protection

Child Protection and safeguarding policies will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school child protection procedures. If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed.

### Disabilities or Special Needs

Children with Special Educational Needs or Disabilities (SEND) have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up health or intimate care plans for individual children. Regardless of age and ability, the views and emotional responses of children with SEND needs should be actively sought when drawing up or reviewing a care plan.

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult unless there is a sound reason for having more adults present, such as following direct guidance from health professionals (eg Occupational Therapists or Physiotherapists). In such a case, the reasons will be documented. Intimate care arrangements will be discussed with parents/carers and recorded on the Intimate Care plan. The needs and wishes of children and parents will be taken into account wherever possible and within the constraints of staffing.

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. Where procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care.

There is careful communication with any pupil 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.

## Working with Parents

If you feel your child is unable to manage their own intimate care you must discuss this with their class teacher or our school SENCO (Mrs Walsh) in order for next steps to be agreed.

We aim to work with parents and children to support with intimate needs. This may be for example, advice on toilet training. If your child is still toilet training when they start nursery, they should be wearing pull-ups rather than nappies. This will support them with their independence and toilet training skills.

Where a child has continuing incontinence problems (including children beyond Early Years Foundation Stage), parents are expected to provide a complete set of spare clothes, pull ups / nappies, wipes and nappy sacks for the disposal of the wipes.

## Health and Safety

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be emptied on a daily basis as part of the usual refuse. It is not classed as clinical waste.

## Staff carrying out intimate care will:

- Encourage pupils to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff,
- Try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible
- Always explain to the pupil what is happening before a care procedure begins
- Announce their intention of entering where there are changing rooms e.g. hygiene suite
- Keep a signed record of all intimate and personal care tasks undertaken and, where these have been carried out in another room, will include times left and returned.
- Note any changes to the care plan in writing and without delay, even if the change in arrangements is temporary; e.g. staff shortages, changes to staff rotas during the pandemic, etc.

## School will:

- Ensure that written care plans are in place for any pupil who could be expected to require intimate care
- Update care plans in writing where appropriate, e.g. because there are changes to staff rotas, etc.
- Ensure that pupils are actively consulted about their own care plan, where possible
- Ensure that intimate / personal care is provided by staff known to the child

This policy should be viewed alongside the following policies:

- Leeds SCP Children and Young People's Intimate Care Good Practice Guidelines
- Pudsey Bolton Royd Primary School Safeguarding and Child Protection Policy
- Guidance for safer working practice for those working with children and young people in education settings

Written by - Mrs I Sharp and Mrs K Walsh

Agreed/adopted by governors - November  
2020

SEE APPENDICES:

APPENDIX A - Intimate Care Plan (Example)

APPENDIX B - Changing Record Sheet

**APPENDIX A:**  
**INTIMATE CARE PLAN (Example)**

<b>Name</b>	
<b>Date</b>	
<b>Date of Birth</b>	
<b>Assessor</b>	Christine Morton-Inclusion Support Manager / Mrs K Walsh, SENCo
<b>Relevant Background Information</b>	
<b>Setting</b>	
<b>Consent given</b>	
<b>Identified need – specific individual requirement e.g. cream applied</b>	<p><b>Actions:</b> (Example)</p> <ol style="list-style-type: none"> <li>1. Intimate care plan to be shared with all the staff in the setting.</li> <li>2. .... to inform staff that his bowels have opened.</li> <li>3. ....has to be changed immediately when his bowels have opened, his trousers may need changing as well.</li> <li>4. Staff have to encourage ..... to wipe himself clean. However if it is really runny and sticky, then staff are to support him.</li> <li>5. .... to use the toilet to urinate.</li> <li>6. Staff to record all actions on the changing record.</li> <li>7. Mum to inform school when medical appointment is due.</li> <li>8. School to give mum records of changing for medical appointments and DVLA application.</li> <li>9. Mum to provide school with pull ups, wipes and nappy sacks every half term.</li> </ol>
<b>Communication</b>	Mum to meet with Inclusion Manager / SENCo once a year to update and amend any changes.
<b>Self-care skills</b>	Independent and supported when needed
<b>Mobility</b>	Independent
<b>Fine motor skills</b>	Independent: Can do – tapes/zips/buttons/taps/towels/adjust own clothing
<b>Moving and handling Assessment Step by step guide to what happens</b>	N/A
<b>Facilities</b>	Environment to provide dignity safety and handwashing Hygiene suite area identified in KS1-Branches, agreed.
<b>Equipment</b>	Gloves, wipes, aprons, Pull up's, Wipes, Nappy sacks
<b>The disposal of soiled articles of clothing as agreed with parents/carers</b>	Solid waste into the toilet. Pull up's in nappy bag and disposed of in soiled hygiene bin Clothes sent home in tied plastic bag.
<b>Frequency of procedure required</b>	Classroom routine: 12.00 and 3.00pm, however, if bowel open before or after these times, .....should be changed immediately.
<b>Review date</b>	

**ADVICE ONLY**

If your child needs cleaning, plain water will be used.  
Please advise if this is not suitable for your child and send in an alternative.

**I/we have read, understood and agree to the plan for Intimate Care**

Signed .....

Name .....

Relation to child .....

Date .....

**APPENDIX B:**

**CHANGING RECORD SHEET**

PUPIL \_\_\_\_\_

CLASS \_\_\_\_\_

WEEK BEGINNING \_\_\_\_\_

W(wet), D(dry), B(bowels open), M(menstruation), U(urinated), S(soiled)

DATE	TIME CHANGING BEGAN	STAFF INVOLVED (PRINT CLEARLY)	W, D B, M U, S	COMMENTS/OBSERVATIONS Eg – skin impairment – changed bowel or urinary pattern	TIME CHANGING FINISHED

Please remember – if you have any concerns, then please discuss immediately with a senior member of staff or child protection co-ordinator