



Barley Fields Primary School

Intimate Care Policy and Practice 2024

Date Issued:	June 2022
Prepared by:	Head Teacher
Review date:	Reviewed September 2024 by DHT
Date Adopted by Governing Body:	June 2022

Purpose of the guidance This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult daily and those who may require it occasionally or exceptionally. As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.

Staff who work with children and young people, or those with special needs, will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs and their rights as enshrined in international law through the UNCRC. Intimate/personal care can be defined as care tasks of an intimate/personal nature - children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them.

Our school is committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times and at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain, and this policy and procedure is to help ensure good practice in this area.

Legislation

This policy will support staff to overcome any challenges and be confident they are meeting the requirements of the Early Years Foundation Stage, Special Educational Needs and Disability Act (2001), the Disability Discrimination Act (1995), Equality Act (2010) and related legislation.

Children and Families Act 2014, <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

The Equality Act (2010) states that the responsible body of a school must not discriminate against a person:

- (a) In the arrangements it makes for deciding who is admitted as a pupil.
- (b) As to the terms on which it offers to admit the person as a pupil.
- (c) By not admitting the person as a pupil.

It is not acceptable to ask parents to come to change their child if a child has a recognised disability as this is a direct contravention of the Act. Also leaving any child soiled for any length of time is considered a safeguarding issue since it places the child at risk of significant harm.

Facilities

Current Department of Education recommendations for purpose-built foundation stage units include an area for changing and showering children to meet and support the development needs of young children. Our school does not fall within this category but a suitable place for changing children, including providing the necessary resources is provided.

The provision of a disabled toilet in the school entrance area with access to a changing mat and washbasin to facilitate changing. In addition, there is also access to showering facilities in the staff toilet area. In nursery there is a roller blind to allow the toilet area to be screened off if a child requires changing or assistance in private.

It recommended that:

1. Where possible children or young people are changed standing up
2. Less mobile children or young people, or children in the foundation stage, may prefer to be changed on a suitable changing mat on the floor whilst still ensuring the dignity of the child.
3. Dispose of nappies observing the appropriate procedures.

Safeguarding and Welfare Requirements

All staff working in schools with responsibility for carrying out intimate/personal care procedures have been recruited and selected robustly with appropriate levels of vetting checks necessary for their role. (Regulated activity DBS). There is no legal requirement that a second member of staff must be available to supervise the intimate care process. Only contracted members of staff (not students or volunteers) may support a child with changing or hygiene.

Staffing

Under normal circumstances, it would be expected that this job be carried out by TAs and not by teachers – although in extreme urgent cases no adult looking after a child should refuse to change them.

Support for Parents

If there are a significant number of young children arriving at school who have not yet developed their intimate/personal care skills, staff will contact the School Health Team to seek parental support.

Procedure for Personal Care

The following guidelines should be followed by staff when changing a child. Parents will be made aware of the policy and procedure staff will follow should their child need changing during school time.

This includes:

- Staff to wear disposable gloves and aprons while dealing with the incident;
- Soiled underwear to be double wrapped in a nappy sack and sent home;
- Changing area to be cleaned after use;
- Hot water and liquid soap available to wash hands as soon as the task is completed;
- Hot air dryer or paper towels available for drying hands.
- The location of changing will be determined by the severity of the incident. The disabled toilet in the entrance area has changing facilities and resources but likewise minor incidents may be managed with supervision in the key stage toilet area.
- Children should be encouraged as far as possible to manage their own personal hygiene (with supervision).
- When changing a child only baby wipes and toilet tissue may be used – no other creams or cleansing agents.
- If a child is using a nappy this should be put in a nappy sack and disposed of in the sealed nappy bins located in the disabled toilet and in nursery. These are to be removed to the exterior nappy bin located in the kitchen yard.
- Antibacterial soap is available in the disabled toilet.

If a child is unduly distressed by the experience, then parents will be called immediately.

Partnership Working

School will make additional arrangements for children in special circumstances (e.g. when a child with complex continence needs or delayed development is admitted). In such circumstances, the appropriate health care professionals will be closely involved in forward planning and advising staff.

In these circumstances it may be appropriate for the school to set up a staff/ parent personal care agreement that defines the responsibilities that each partner has, and the expectations each has for the other. This includes:

The parent:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to nursery/ school
- Providing nursery/ school with spare nappies, wipes and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school
- Agreeing to inform the setting/school should the child have any marks/rash
- Agreeing to review arrangements should this be necessary

The staff:

- Agreeing to change the child during a session should the child soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed should the child be staying for the full day
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements regularly

This agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the EYFS/ school is taking a holistic view of the child's needs.

Personal Care Needs in KS1 and KS2

If children are entering these key stages with intimate/personal care needs which have not be addressed staff are advised to contact the specialist community nursing service for support.

The school should:

- Have written care plans in place for any pupil who could be expected to require intimate care;
- Ensure that pupils are actively consulted about their own care plan.

Staff should:

- Adhere to the intimate and personal care policy;
- Make other staff aware of the task being undertaken;
- Always explain to the pupil what is happening before a care procedure begins;
- Consult with colleagues where any variation from agreed procedure/care plan is necessary;
- Record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers;
- Avoid any visually intrusive behaviour;
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this.

This means that adults should not:

- Change or toilet in the presence or sight of other pupils;
- Shower with pupils;
- Assist with intimate or personal care tasks which the pupil is able to undertake independently.

Personal Care Plan



Child's Name: _____

This document has been agreed to provide the necessary care arrangements for the admission and care of _____ to School or Nursery.

School staff will:

- Encourage a toileting routine and remind _____ to use toilet facilities
- Treat _____ with respect at all times
- Encourage hand hygiene procedures
- Provide a CRB approved teaching assistant to assist with toileting
- Liaise with parents regarding progress in personal care
- Inform parents of any marks/ bruises observed whilst changing

Parents will:

- Provide all the necessary nappies/pull-ups as required
- Provide wipes for the changing of nappies/pull-ups
- Provide nappy sacks for the disposal of all changing materials
- Inform staff of any marks/ bruises
- Liaise with staff regarding progress at home

Agreed and signed on behalf of school:

Date:

Agreed and signed by parents:

Date: