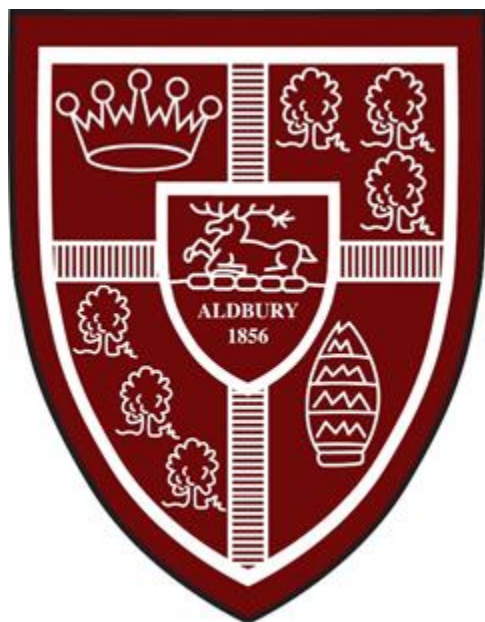


Aldbury C of E Primary and Nursery School



Intimate Care Policy

‘To live life in all its fullness’ (John 10:10)

Approved by: FGB	Date: January 2024
Last reviewed on: January 2024	
Next review due: January 2027	



Our school will provide care and assistance for our pupils whenever possible.

Intimate Care

There are a number of appropriate activities adults in school might perform which could be described as intimate care. These range from:

- Supporting a pupil with dressing/undressing
- Cleaning children who have soiled themselves
- Providing comfort for a distressed child
- Assisting a pupil requiring medical care and unable to carry this out unaided.

Physical Contact

Physical prompting is a recognised teaching method in many curriculum areas. (Eg. guiding a pupil in their use of tools such as scissors or saws in Design and Technology) and is necessary in the younger classes (eg reassuring a child in Early Years when they are nervous about speaking or guiding young children around the school). Physical contact should be age appropriate and there are times when young children need comforting or encouraging by physical means. This contact will usually be quite brief. However, a distressed pupil may need comforting for longer. If a degree of privacy is needed this should never be in a locked or remote area and another member of staff must be made aware of the situation. In touching a child school staff should always be aware of the possibility of invading the child's privacy and should respect the child's wishes and feelings. In our school the placing of a child on an adult's knee is acceptable only for Infant children (children in classes 1 and 2). Children should never fully sit on an adult's lap.

Children who need comforting beyond this age group will be placed on a chair next to the staff member. Children who are placed on staff's knee will only be done so where there are other staff members present and with the consent of the child.

Supportive Hugs

Children will be given supportive hugs if they feel distressed at any point. These will be side on and hands will be placed on either shoulder. This will be with the consent of the child.

Rewards

Stickers will be handed to children in Class 2 or above to place on themselves. Staff in Class 1 may place the sticker on the child's jumper if they wish.

Key Principles

We treat every pupil with dignity, respect, sensitivity and ensure privacy appropriate to the pupil's age, culture, gender and needs.

Privacy is an important issue. Sometimes intimate care may need to be carried out by one member of staff alone with a child. This is acceptable unless the task requires two people or there are specific guidelines advising that more than one member of staff is present. Privacy does not equate to secrecy. Staff should be open, informing others of



their intentions. The practical procedures/guidelines for carrying out intimate care are found in Appendix A.

We enable the pupil as far as possible, to be responsible for his/her own intimate care. We avoid doing things for a pupil that they can do alone. If the child is able to help, we ensure they are given the chance to do so. If a child is fully dependent upon adult support, we talk to the child about what we are doing and give choices where possible. For example, if they have wet themselves, give them their pants and ask them to take off the wet ones and put on the clean, dry ones. A child should not be washed by a member of staff unless they have an individual care plan.

Parental Responsibilities and Agreement

Where a child has a specific medical need or due to their age/stage they are not fully toilet trained regular intimate care may be required. When this is the case:

The Parent will:

- Agree to ensure that the child is changed at the latest possible time before being brought to the school.
- Providing the school with spare nappies and a change of clothing.
- Understanding and agreeing the procedures that will be followed when their child is changed at school – including the use of any cleanser or the application of any cream.
- Agree to inform the school should the child have any marks/rash.
- Agree to review arrangements should this be necessary.

The School will:

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

Appendix B to be used for all regular intimate care.

Safeguarding Children

Hertfordshire Local Safeguarding Children Board (LSCB) Safeguarding Interagency Procedures will be adhered to alongside the school/setting's safeguarding and child protection policy and procedures.

All children will be taught personal safety skills as part of Personal Social and Health Education (PSHE) relative to their age, ability and understanding. Research indicates that children with an awareness of personal safety and the ability to be assertive are more resilient to abuse. These skills will be shared with parents/carers to enable them to be consolidated within the home/community.



If a member of staff has any concerns about physical or behavioural changes in a child/young person's presentation, e.g. marks, bruises, soreness or reluctance to go to certain places/people etc. s/he will immediately pass their concerns to the Designated Person for child protection and record on CPOMs inline with safeguarding procedures.

If a child is displaying inappropriate sexual behaviour/language, advice should be sought from the appropriate source (e.g. In schools this might be: Designated Person for Child Protection, School Nurse, Social Care, Education Child Protection Service)

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. Staffing schedules will be altered until the issue/s are resolved so that the child/young person's needs remain paramount. Further advice, following the Interagency Procedures will be taken from outside agencies as necessary.

If a child makes an allegation against a member of staff the procedures for Allegations Against Staff will be followed as outlined in the school's Safeguarding and Child Protection policy. All staff involved in intimate care are required to have read the School's Policy and Guidance for Intimate Care and the DCSF (now Department of Education DfE) Guidance for Safer Working Practice. Be aware of the need to refer to other policies the school has in place for clarification of practices and procedures e.g SEND, behaviour for learning, Use of physical intervention.



Appendix A

Guidelines for staff on carrying out intimate care (day to day accidents).

- 1) Wear disposable gloves.
- 2) If an accident – use the appropriate toilets for the child e.g. for lunchtime this is usually the Early Years or KS1 toilet.
- 3) Make sure another staff member knows where you are and what you are doing.
- 4) Allow the child privacy but also ensure you are not enclosed inside the cubicle with the child. In the toilet area a cubicle door can be held ajar.
- 5) Talk to the child to reassure them and to make them feel at ease but also for your own personal safety – tell the child what you are doing as you do it and why.
- 6) There may not always be other adults around to help and with a child with a regular arrangement this is not necessary, or where a child has just had a wetting accident. However for something more serious where cleaning is involved a request may be sent to the office for support.
- 7) There is a box in the Early Years Classroom which is clearly marked, this contains wipes, nappy sacks, gloves, aprons and yellow bags. Carrier bags are also in the cupboard for wet clothes.
- 8) Wipes must not be flushed down the toilets but placed in a nappy bag, tied and placed in yellow bags with disposed of gloves. These need to be put in the yellow bin in the medical room.

**Appendix B
Regular Intimate Care Plan**

Name:	Date of birth:
Date of plan:	Review date:
School: Aldbury C of E Primary and Nursery School	Head teachers: Miss J Moore
Class:	Class teacher:
Toileting needs:	
Staff responsible for nappy changing:	

Nappy changing procedure
<ol style="list-style-type: none">1) Nappies and wipes must be provided by parents/carers. If nappy cream is required, a medicine form must be completed.2) Disposable gloves and apron are to be worn by adult.3) Assist the child to manage their own clothing – encourage the child to be as independent as possible.4) Used nappies are to be disposed of in the designated nappy bin. This should be emptied daily.5) Soiled/wet clothing is to be securely wrapped and returned to parents for washing at home.6) Use wipes provided by parents/carers to clean the child.7) Apply a fresh nappy provided by parents/carers and assist child to get dressed.8) When changing tables are used, these must be thoroughly sanitised with antibacterial spray and disposable paper towels between children.9) Remove gloves and dispose of them in the nappy bin.10) Adult must wash hands thoroughly using soap and water between children. Children should be encouraged to wash their hands after changing to develop good hygiene habits.11) Apron to be disposed of in the nappy bin when it becomes soiled or when a changing run is completed, whichever is soonest.



Toilet training plan

- 1) Wherever possible, toileting habits developed at home should be continued in Nursery.
- 2) Take/remind the child to use the toilet regularly at intervals agreed with parents/carers.
- 3) Offer lots of praise when a child urinates or passes a bowel movement on the toilet.
- 4) Children must be reminded to wash their hands thoroughly after using the toilet.
- 5) Do not scold children for toileting accidents – these should be dealt with promptly, sensitively and calmly.
- 6) Soiled/wet clothing is to be securely wrapped and returned to parents for washing at home.
- 7) When children are using the toilet regularly, progress to less frequent and more independent visits.

Parent/Carer Declaration

The above information is accurate to the best of my knowledge, and I give consent to the school staff to check and change my child's nappy and to assist with toileting in accordance with the above procedure which I have received a copy of.

I will provide sufficient wipes, nappies and named clothing for my child in school and will inform the school immediately if there is any change in our toilet training procedure at home.

Parent/carers signature:.....

Key worker/class teacher signature:.....

Date:.....