



**Temporary change to this policy**

Any reference to the Executive Headteacher can be read as Acting Executive Headteacher for the period from 1 September 2022 until such time as an Executive Headteacher is in post. The Acting Executive Headteachers are bestowed with the same powers and actions as that of the EHT during this period. This decision was approved by the Governing Board on 22<sup>nd</sup> September 2022.

Chair of GB	<i>Emma Harrison</i>
Acting Executive Head Teacher #1	<i>Mallis</i>
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# The Weald Federation – Intimate Care Policy & Procedure

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## Introduction

The Weald Federation Governing Board is committed to safeguarding and promoting positive mental health and emotional wellbeing for all children attending schools within The Weald Federation.

Intimate care relates to any care which involves washing, touching or carrying out an invasive procedure to intimate, personal areas. For example, this might include cleaning up a child that has wet or soiled themselves, a First Aider examining a child or supporting a child with managing their menstrual care. In most cases, such care will involve cleaning a child 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.

The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs at all times. The child's dignity should always be preserved with an appropriate level of privacy, choice and control. Staff are expected to work in partnership with parents/carers, and sometimes other professionals, to share information and provide continuity of care for the child wherever possible.

Arrangements for intimate and personal care should be open and transparent and accompanied by agreed recording systems.

## Aims

This policy sets out the procedures for managing toileting and personal/intimate care tasks with professionalism and dignity and respect for the child. It also ensures that high health and safety standards are established and maintained. The aim being to ensure the safeguarding of children, parents, staff and the school by providing a consistent approach within a framework that recognises the rights and responsibilities of everyone involved.

## Best Practice

The Weald Federation 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. Confidential information must never be used to: humiliate, or embarrass the child, be used casually in conversation or shared with any person other than on a need-to-know basis.

Any child with intimate care needs will be supported to achieve the highest level of independence possible in managing their care, taking into consideration any vulnerability through a physical or learning difficulty as well as their age and stage of development. Staff will encourage children to do as much for themselves as they can such as dressing or washing independently. In circumstances where a child requires intimate care on a regular basis, individual healthcare plans will be developed to meet their specific needs.

Assistance with intimate/personal care should normally be undertaken by one member of staff (with an appropriate adult in the vicinity where possible) unless a child's individual healthcare plan specifies a reason for additional staff to be involved. Where an individual care plan is in place, the adult most familiar with the child, trained to carry out a healthcare plan or first aider will take the lead as appropriate.



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Where a care plan is in place, the school will agree with parents/carers appropriate terminology for naming private parts of the body, although we encourage the use of the correct vocabulary taught in our RSHE scheme of work.

The school will work alongside a member of the School Nursing Team, where appropriate, to support a child's peers to understand their condition/needs and to respond to any question that they might have.

The religious views, beliefs and cultural values of children and their families should be taken into account when developing individual care plans.

### **Protection of Children and Staff**

Intimate care should always be carried out by a member of staff with an enhanced DBS and the usual pre-employment checks or by the child's own parent/carer. This duty should never be delegated to students, volunteers or other parents.

Where intimate care is an occasional need, such as a toileting accident by a Reception child, a member of staff known to the child should carry out the care. Wherever possible, there should be another appropriate adult in the vicinity and who is visible/audible. The personal care should be recorded on the agreed Intimate Care Record Sheet.

Where a specific care plan is in place, named members of staff should administer the care required as stated in the plan. This will include several named people to ensure that the care plan can be followed during individual staff absence/training.

Children throughout the school are taught personal safety skills through our RSHE Scheme of Work which is carefully matched to their level of development and understanding.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into by the Head of School or Acting Headteacher and parents will be consulted. Staffing schedules will be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, relevant policies will be followed.

All staff who undertake intimate care in the Federation have read our Intimate Care Policy and had training where required such as in the use of the changing station, lifting children or administering specific care as outlined in an individual health care plan.

Wherever possible, the same child will not be cared for by the same adult over a prolonged period of time during their primary school years. This is to ensure that, as far as possible, over-familiar relationships are discouraged.

All staff engaged in the care and education of children need to be mindful of using physical contact. They must understand that all physical contact is open to scrutiny and must always be able to justify their actions. There are occasions when it is appropriate for staff to have physical contact with children; however, it is crucial that they only do so for the least amount of time necessary (limited touch) and in ways appropriate to their professional role and in relation to the child's individual needs, age, stage of development and any agreed care plan.

No member of staff will carry a mobile phone, camera or similar device when providing or supervising intimate care.



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## Records of Intimate Care

The Weald Federation uses an Intimate Care Record Sheet to record any intimate care undertaken by staff (see appendix A). Only the child's initials should be used to help respect the child's privacy. Each school should ensure that all relevant staff know where the record sheets are kept. The SENDCo/named person is responsible for passing individual changing records to parents, if required as part of a care plan, and to other schools upon transition.

## Children Wearing Nappies

Any child wearing nappies will require a care plan to be agreed by the parents/carers, SENDCo and where necessary, other professionals such as a school nurse. This plan will outline who is responsible for changing the child and where and when this will be carried out. It will also list the equipment that the school and parents are responsible for providing. This agreement allows the school and parents/carers to be aware of all issues surrounding the care from the outset.

## Health and Safety Guidance

Staff should always wear gloves when carrying out intimate care. These are stored in central locations within each school (the office, disabled toilet, First Aid kits and medical rooms and in First Aid kits) and are a non-latex variety to avoid allergic reactions. An apron should also be worn if caring for a child who is soiled or bleeding. Any soiled waste should be placed in a polythene waste disposal bag and carefully sealed. This bag should then be placed in a specifically designated lined bin for the disposal of such waste. The bin should be emptied at least once a week by the caretaker and included as part of the usual refuse collection service as this waste is not classed as clinical waste.

Use of any medical creams should be outlined in a care plan be clearly labelled with the child's name, only used for the named child and be stored in line with our 'Supporting Children with Medical Conditions Policy'.

The Weald Federation is responsible for maintaining regular servicing of changing stations if applicable and staff will ensure that they follow the manufacturer's guidelines when using them.

Couch roll is available to use with the changing station if required. This should be disposed of with soiled waste. Cleaning wipes/sprays should be stored in line with our Health and Safety Policy.

## First Aid

Any member of staff who administers First Aid should be appropriately trained in accordance with ESCC guidance. If an examination of a child is required, there should be another member of staff in the vicinity whilst protecting the child's right to respect, privacy and dignity.

## Parent/Carers' Consent

All parents/carers of children in EYFS, families new to the school and those with a care plan will be asked to complete the Intimate Care Policy Parental Agreement Form (see Appendix B).

## This policy should be read in conjunction with the following:

- Child Protection and Safeguarding Policy



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- Staff Code of Conduct Policy
- Health and Safety Policy
- Special Educational Needs
- Procedure for Managing Allegations of Abuse Against Staff
- Specific risk assessments such as Manual Handling
- Individual Health Care Plans (if applicable)

### **Policy Review**

This policy will be reviewed annually by The Weald Federation Governing Board.



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### **Appendix A – Intimate Care Record**

Date	Time	Child's Initials	Type of care carried out (toileting, pad change, help with changing, intimate first aid intimate/personal care)	Carried out by	Signature	Other eg. additional adult





Appendix B

# The Weald Federation Intimate Care Policy

## Parent Agreement Form

I agree to support the Intimate Care Policy and Practice of The Weald Federation.

Name of parent/carer: \_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_

Date: \_\_\_\_\_



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