

## Intimate Care Policy

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### Aims

- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To recognise 'intimate care' includes attending to toilet accidents/medical conditions causing soiling / menstruation soiling / supervising toileting habits
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure children feel safe and secure.
- To ensure children are respected and valued as individuals.
- To ensure intimate care procedures minimise any risks associated with intimate care.
- To adhere to the Norfolk NSCB procedures.
- To ensure the procedures are non-discriminatory and that parents of children with disabilities are not asked to do more than their peers who do not have children with disabilities.

### Procedures

All staff carrying out intimate care of children in the SSSfN must be aware and follow the procedures and advice outlined below:

- Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper.
- All staff should ensure that they are aware of the child protection policy and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care, staff should record this on the appropriate form (Appendix A – Intimate Care Log) and discuss with the schools designated person for child protection.
- Children who need changing during lesson time or lunch and break times due to a toileting accident and/or the child is not toilet trained, he/she should be changed in the nearest appropriate toilet or the disabled toilet to allow for privacy and/or supervision.
- Children still undergoing toilet training should have all necessary materials (e.g. nappies, wipes, change of clothing etc.) provided, after discussion with school about appropriateness/need, by the parents
- Use the nature of the accident/incident and the knowledge of the child to make a judgement on how many adults should be involved in intimate care. In some cases, it can be advisable to have two adults in attendance. This could be in cases where the child is identified as vulnerable, is on the child protection register or where knowledge of the child or family indicates there could be difficulties/allegations could be made.
- All staff should consider the dignity of the child at all times and be wary of gender sensitivity of the child and allow them to make a decision on how they are assisted. Ask the following if relevant:
  - Would you like some help?

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- Would you like me to help you?
- Would you like someone else to help you?
- Would you like me to come with you and wait outside the door in case you need any help?

*(NB If staff suspect soiling and it is denied by the child the matter should be referred to the parent for advice – usually a telephone call. Requiring the child to ‘prove otherwise’ is unnecessary and unwise. However, so is allowing children to sit in soiled clothing. If needed an executive decision by the Headteacher (HT) will be made to send the child home or force parents to collect and deal themselves.*

- A child’s refusal to allow themselves to be changed will result in an immediate telephone call to inform parents. Parents can choose to visit the school to change the child or take them home to change – then return to school.
- Whenever possible, ensure another member of staff, preferably the class teacher if during lesson time, knows that you are withdrawing the child and why.
- Always speak to the child by name and explain what is happening. Ensure privacy appropriate to the child’s age and situation.
- If children can change themselves, wait outside the door with the younger children and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult. Professional judgement should be used.
- Be aware and responsive to the child’s reactions if assisting with intimate care.
- Ensure any religious and cultural values are taken into account.
- Ensure spare clothing is readily available
- If washing is required, use a disposable cloth (i.e. flushable “wet wipe”). Encourage the child to wash any intimate parts of the body with wipes.
- Any injuries needing intimate care should be dealt with sensitively. Staff should use professional discretion in deciding whether to call medical services and advising parents. A second Member of staff should be called in such circumstances and parents should be advised or be requested to attend as appropriate.
- Gloves should always be used in assisting in any form of intimate care (kept with wipes).
- Dispose of any used items appropriately. (Nappy sacks with wipes - Blue Bins outside)
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the classroom.
- Inform the caretaker of the presence of soiled items in the waste or if any cleaning has occurred.
- If a child has need of support or reassurance after the incident, an appropriate space should be used.
- Record all incidents of intimate care on the record sheet and send a note to parents if the child has been assisted in any way.
- Confidentiality should be maintained at all times between child, school and parent/carer.

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- Staff with concerns over any aspect of intimate care should discuss these with their Lead Teacher or the Head Teacher.

### Regular Occurrences

- If the child has an ongoing problem that requires intimate care prevention, the Headteacher, Lead Teacher or SENCO should be informed so arrangement can be made with the parent/carer for long term resolution of the difficulties.
- Children with special medical needs who need changing on a daily basis will have a separate record where the date and time is noted and the signature of the staff member is kept on record. Parents of these children will be aware of the procedure and will not receive a note every day.

### Parents and carers

- If the child has been assisted with intimate care, parents will be informed via a standard letter held in the office/reading room. Alternatively, a telephone call may be more appropriate e.g. periods starting
- Parents will be made aware of the procedures in the school brochure and will be able to view the policy at any time.

### Monitoring, Evaluation and Review

The Governing Body will review this policy regularly and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

### Associated Documents

1. NSCB procedure: [www.norfolk.gov.uk](http://www.norfolk.gov.uk) (NSCB procedures can be found here)
2. Intimate Care Record - Appended
3. Letter for parents re intimate care - appended

**February 2016**

**Date to review Feb 2018**

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### Record of Intimate Care

<b>Child's name:</b>	
<b>Daily/regular intimate care requirement:</b>	
<b>Usual procedure of intimate care:</b>	
<b>Date Time Staff Member(s) Comments (if required)</b>	
<b>Letter sent home?</b> <i>(Not needed for children who Soil regularly)</i>	<b>YES / NO</b> <b>Date: _____ Init's: _____</b>

**A copy of this form should be placed in the child's file as a record.**

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**Use headed paper**

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

Dear

**Re: Informing parents of an intimate care issue for**

This is a courtesy letter to inform you that your child had a toileting accident today at school. The matter was dealt with swiftly and sensitively by a member of staff in accordance with our Intimate Care Policy.

We have returned the clothing for washing.

If you wish to discuss the matter further, please contact us at the address above.

Yours sincerely,