



# Aston and Cote Church of England Primary School

## INTIMATE CARE POLICY

### 2023

This policy should be taken and used as part of Aston and Cote's overall strategy, and implemented within the context of our vision and values of a Church of England School. Aston and Cote is a Church of England School which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

Signed:	Headteacher
Signed:	Chair of Governors
Date:	Date of next review: November 2026

## Policy Information

Role	Designated Person
SENCo	Miss Katie O'Hara
SEND Link Governor	Mrs Kate Norton
Designated Safeguarding lead	Mrs Melody Chadwick

## Policy Review Dates (frequency of review: every 3 years)

Review Date	Changes Made	By whom
2.11.2023	<ul style="list-style-type: none"> <li>• Staff name changes</li> <li>• Expectations stated</li> <li>• Dressing/undressing</li> <li>• Soiling</li> </ul>	Katie O'Hara
2.11.2026		

## 1 Introduction

Aston & Cote Primary School is an inclusive school where all students are made to feel welcome and valued. Staff who work with children and young people who have special educational needs and medical needs will realise that the issue of intimate care is a difficult one and this will require staff to be respectful and professional at all times. Aston & Cote Primary School recognises 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. At Aston & Cote Primary School, the child's welfare and dignity is of paramount importance.

The purpose of this policy is to set out procedures that safeguard pupils and staff by providing a consistent approach to intimate care. We recognise that intimate care raises complex issues. Whilst it may not be possible to eliminate all risks, the balance should be on the side of dignity, privacy, parental and pupil choice and safety.

## 2 Definition

Intimate care involves helping pupils at Aston & Cote Primary School with aspects of personal care, which they would otherwise undertake for themselves. All Pupils, but particularly those with disabilities may require help with moving and handling, dressing, eating, drinking, toileting and menstruation, physiotherapy exercise programmes and massage interaction. Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence, menstrual managements, dressing and moving or handling.

## 3 Aims

This policy and the intimate care procedure aims to:

- Safeguard the rights and well-being of pupils with regards to dignity, privacy, choice and safety

- Assure parents/carers that all staff are knowledgeable about intimate care and that individual concerns are taken into account and where possible, acted upon
- Ensure parents/carers and pupils are involved in any decision about the intimate care of their child
- Provide guidance and reassurance to staff
- Ensure that parents/carers and pupils are actively involved in the development of agreed intimate care protocols
- Ensure that details of an agreed intimate care protocol will be formally written in an individual health care plan and will be shared with other agencies where necessary
- Provide staff with information and appropriate training in intimate care

**Children *must* be toilet trained on entry to school.** Our Early Years team are on hand to offer advice on how to toilet train and they will direct parents to the relevant support (as required). We recognise that all children have different needs and that some children may need additional support due to a medication condition, disability or Special Educational Need. In these cases, parents should contact the Early Years team at the earliest opportunity prior to the child starting in school.

## 4 Protection of Children

The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

Children's dignity will be preserved at all times and a high level of privacy, choice and control will be provided to them. Education Child Protection Procedures and Health and Safety for Manual Handling of People procedures will be accessible to staff providing intimate care and adhered to.

Each child's right to privacy shall be respected and staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves where appropriate.

At Aston & Cote Primary School, children are taught a personal safety curriculum as part of Personal, Social and Health Education in line with their developmental level and degree of understanding to ensure they maintain personal safety.

At Aston & Cote Primary School, personal and intimate care will be delivered by one member of staff to every one child. Pupils will not always be able to be given intimate care by a same sex member of staff because we only have two male members of staff.

Each child/ young person will have an assigned member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive. The members of staff a child may wish to speak to include, but are not exclusive to, Melody Chadwick, Katie O'Hara or their class teacher.

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's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc, he/she will immediately report concerns to the designated safeguarding lead and follow the safeguarding protocol for Aston & Cote Primary School.

If a child makes an allegation against a member of staff, this will be dealt with in line with the Safeguarding policy. All staff are made fully aware of these policies at the start of the year, with refreshers and updates throughout the year. Those working in the intimate care of young people, will be made especially aware of these policies and procedures.

## 5 Communication

During and after the intimate care process, clear communication will be made between staff, pupils and parents where necessary. Children with medical needs who require personal care will have an individual health care plan written collaboratively with the child, parent, school and school nurse which is reviewed annually, if not before.

There will be careful communication during the intimate care process in line with their preferred line of communication (verbal, symbolic etc.) to discuss the child's needs and preferences. Each child shall be aware of the procedure carried out and the reasons for it.

Each pupil who requires intimate care can have the option of having a home/school care diary which may include information on how well a pupil has eaten or drunk that day, particular achievements made by the pupil, medical information, record of toileting including the staff that was present and any physiotherapy/massage exercises undertaken.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's individual health care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

## 6 Responsibilities

Aston & Cote 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. Staff at Aston & Cote Primary School recognise that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The management responsibilities are:

- To ensure that relevant staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling;

awareness of medical conditions and associated first aid; child protection procedures and other aspects of manual handling

- To provide an induction programme for all new staff to ensure that they are made fully aware of special educational needs and medical needs
- To ensure that all relevant staff are familiar with the school's Intimate Care Policy and that they receive support and assistance from experienced staff

The responsibilities for staff providing intimate care are:

- To ensure they have read and are familiar with the Intimate Care Policy
- To ensure they are adhering to Aston & Cote Primary School's policy and procedures around intimate care and safeguarding
- To ensure they are communicating with parents/carers via the home/school care diary
- To ensure they are familiar with the individual health care plans for each child requiring intimate care
- To ensure they are working in consultations with the SENCO and school nurse
- To liaise with other professionals and agencies as appropriate to the intimate care
- To take part in staff training for any aspect of intimate care and safeguarding

### **Supporting Dressing/Undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

### **Soiling**

When parents or carers first bring their child to a school or a setting, one of their biggest worries may be about their child's toileting habits. It is really helpful for parents when their child's key person is able to dispel anxieties. Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in the Nursery and Reception class are asked to sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child.

If the parents and emergency contacts cannot be contacted the Headteacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves and an apron are worn.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- The child is clean before they re-dress themselves.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit, blood or excrement are wiped up and disposed of.
- Any soiling that can be, is flushed down the toilet.
- Soiled clothing is put in a nappy bag, unwashed, and sent home with the child.
- Parents are informed by the class teacher / key adult that soiling has occurred.

## **7 Training & Resources**

Staff who provide intimate care are trained to do so (including Child Protection training and health and safety in moving and handling) and are fully aware of best practice. Training for manual handling of people will be renewed annually. Apparatus will be provided to asses with children who need special arrangements following assessment from physiotherapist/occupational therapist/ school nurse as required. Equipment shall be checked in line with British Engineering guidelines and checked for safe use every 6 months.

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.

## **8 Reviewing the Policy**

This policy will be reviewed annually by the SENCo. It will be shared with parents/carers on request and will be made available on Aston & Cote Primary School's website.