



# Intimate Care Policy

Agreed by governing body – 14/11/2023

Compassion  
Forgiveness  
Friendship  
Trust

# Ackworth Howard Church of England (VC) Junior and Infant School

## Educating for 'life in all its fullness.'

**Providing opportunities for growth in mind, body and spirit through inspirational and innovative education underpinned by a deeply Christian ethos. Those who learn and work here will develop confidence, embrace creativity and enhance their knowledge and skills so that they can experience 'life in all its fullness.' (John 10:10)**

### Introduction

At Ackworth Howard School we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. Situations may arise where children require changing due to a toilet accident or activities as a result of water play, messy play, weather etc. On these occasions the children will be encouraged to change themselves enabling them to build upon their personal intimate care skills. However, there may be times when the children will need some assistance in the changing process.

### Rationale

It is our intention to develop independence in each child, however there will be occasions when help is required. Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our pastoral care policy. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- feeding;
- oral care;
- washing;
- changing clothes;
- toileting;
- first aid and medical assistance; and
- supervision of a child involved in intimate self-care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

### Aims and Objectives

- To promote a positive dialogue between home and school and to implement an action plan in agreement with parents/carers, for pupils who need toilet training
- To encourage children to develop their self-help skills enabling them to access all areas of the curriculum and school activities
- To ensure necessary resources are identified and provided
- To identify the roles and responsibilities of staff
- To ensure children are treated with respect and sensitivity in such a way that their experience of intimate care is a positive one
- Children should be allowed to exercise choice where possible
- Children should be encouraged to have a positive self-image of their own bodies

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### Communication with Parents

An informal discussion will take place during initial visits to assess children's independence skills. An action plan will be agreed with parents/carers if their child is not toilet trained. Procedures in school for dealing with accidents will be clearly communicated with parents. Parents will receive a copy of a toileting form detailing the changing incident.

### Staff Responsibilities

Children will be encouraged to change themselves or be changed if they soil themselves or become uncomfortably wet. Changing of children will be recorded in an "Intimate Changing Log". (Appendix 1) Visible marks, rashes and bruises will also be logged in the Changing Log. Intimate Changing Logs are located in classrooms and the Extended Schools Base.

Parents will be contacted as soon as possible if it is felt that the child has had a toileting accident as a result of illness. Frequent reminders to visit the toilet will be given to children in Nursery. Reception and Nursery children have constant access to the toilets. Older children are expected to visit the toilet at designated break times only if at all possible. Toilets are clearly marked. Toilets should be welcoming and children's concerns about toilets will be listened to. All children will be encouraged to use the toilets and develop their self-help skills. Children should not wear pull-ups or nappies unless there is a medical condition or special need.

### Safeguarding Children and Adults

Anyone caring for children, including teachers and other school staff, have a duty to care and act like any reasonable parents. Staff have a duty to make sure children are healthy and safe. Only school employees will be allowed to change children. All staff will have an enhanced DBS certificate. All staff should be familiar with this policy. Appropriate support and training should be provided when necessary. The duty of care extends to staff leading activities off site such as educational visits. Toileting incidents must be recorded in the Intimate Changing Log. Minimum information to be recorded is:

- Date and time.
- Name of child (Initials)
- The adult(s) in attendance.
- Nature of the incident.
- Action taken.
- Concerns or issues.
- Note about contacting parents / carers.

When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

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If there are concerns following a physical change to the child's presentation, such as mark, rashes or bruises, this will immediately be reported to the Designated Safeguarding Lead.

A risk assessment is carried out in relation to the toileting policy. Staff have the opportunity to raise their concerns and have these resolved.

### Health and Safety

It is essential to maintain a high level of health and safety at Ackworth Howard School to ensure protection of both staff and children. All staff to wear disposable gloves and aprons whilst dealing with accidents. Soiled clothes to be double wrapped in carrier bags. Soap and hot water to be available to wash hands when the task is complete. Once identified, children will not be left in soiled clothing for a length of time.

The following steps will be taken to ensure health and safety of both staff and children:

- The child will be escorted to a changing area i.e. designated toilet area. Nursery children will use the Nursery toilets; Reception children will use Reception class toilets and Extended Schools will use the Key Stage One toilets. Where appropriate, children will use the accessible toilet.
- Alert another member of staff who will remain in the vicinity whilst maintaining privacy and sensitivity towards the child being changed and the safety of the other children in the setting.
- Collect equipment and clothes.
- Adult to wear gloves and apron.
- Child to undress as appropriate and clean themselves as much as possible under the guidance of the adult.
- If the situation requires more than a wet-wipe, parents/carers will be contacted to establish if they could arrange collection of the child.
- Soiled clothes to be double wrapped in carrier bags and given to parents/carers when the child is collected, together with a note detailing action taken.
- Children should dress themselves in clean clothing and be taken back to class unless they are collected and taken home.
- Changing area to be cleaned and disinfected by the adult before returning to class.

### Sensitivity and Respect

Adults should at all times be aware of children's feelings and reactions, and ensure their privacy and confidentiality. Clear instructions and explanations will be given to the children. Clean clothes of the right size will be given to the children. Some children are reluctant for adults outside of their family to care for them. In this instance, special arrangements will be made for family members to come in. Staff need to be aware that children develop at different rates and progress needs to be encouraged and praised.

### Care Plans

Where a pupil has particular needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix B) will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover.

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- Where changing will take place.
- What resources and equipment will be used (cleansing agents used or cream to be applied) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer.
- What infection control measures are in place.
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries.
- Training requirements for staff.
- Arrangements for school trips and outings.
- Care plan review arrangements.

### Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix C).

This will include:

#### **The parent:**

- agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school.
- providing the setting/school with spare nappies or pull ups 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 wipes.
- agreeing to inform the setting/school should the child have any marks/rash.
- agreeing to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.
- Agreeing to review arrangements should this be necessary.

#### **The school:**

- agreeing to change the child during a single 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 should this be necessary.

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This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

### **Supporting Children identified with SEND**

Some children may have an Education Health Care Plan before entering school. The plan will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The plan will identify delayed self-help skills and recommend a programme to develop these skills.



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**Appendix B – Ackworth Howard School Intimate Care Plan**

**Name of child:**

**Name of person(s) to change the child:**

**Name of person(s) to change the child if main adult unavailable:**

**Where changing will take place:**

**What resources and equipment will be used:**

**Who will provide the resources and equipment that will be used:**

**Training requirements for staff:**

**Disposal of product in:**

**Infection control measures:**

**Special arrangements for trips/ outings:**

**When will the plan be reviewed:**

**Review comments:**

**If the child is unduly distressed, a member of staff will contact the parent/carer.**

**\*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.**

**SENCO approval:**

**Date:**



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**Appendix C – Ackworth Howard School Intimate Care Plan Agreements**

**The parent / carer:**

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed: ..... (parent/carer)

**The school:**

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

Signed: ..... (school member of staff)

Name: ..... (school member of staff)

Date: .....