

# Intimate Care Policy

# 2024-2025

**‘Be the best you can be’**

Field Lane, King’s Lynn, Norfolk, PE30 4AY

Our vision is to create a community based on Catholic faith and values where every child is empowered to be the best he or she can be, nurtured by outstanding teachers, staff and governors

**Intimate Care Policy**

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|  | **Introduction**  At St Martha’s Catholic Primary School we understand that all children need open access to clean, well-stocked and safe toileting provision and that some children may require assistance from members of staff for personal care, including toileting, either due to their age and or developmental stage, due to a disability or a medical need.  The main aim of the school is to ensure that our learners are safe, secure and protected from harm. St Martha’s Catholic Primary School also recognises that not only is it in the best interests of the whole school community to maintain clean, hygienic toilet facilities, but that it is everyone’s responsibility to help ensure that they remain this way.  We work in partnership with parents to support them towards independent use of the toilet. As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is always carried out. |
|  | **What is Intimate Care?**  Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children’s intimate personal areas. |
|  | **Aims**   * To ensure that children in our care are comfortable and happy at all times. * Ensure that intimate care is carried out properly by staff, in line with any agreed plans. * Safeguard the rights and promote the welfare of children * Ensure all children have safe, hygienic and frequent nappy changes whilst attending the school. * Assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account. * Protect children from discrimination and ensure the inclusion of all. |
|  | **Creating an intimate care plan**  Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.  The school will work with parents and take their preferences on board and where possible the views of your child, to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately. Subject to their age and understanding, the preferences of the child will also be taken into account.  In extenuating circumstances, where there isn’t an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.  If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards. |
|  | **Working with Parents/Carers**  At St Martha’s we believe working jointly with you as parents, is the best way to ensure the needs and wises of children attending St Martha’s are met. We will achieve this by:   * Working with you to develop your child’s intimate care plan. * Any significant observations made during intimate care during the school day will be notified to the parents at the end of the day (i.e. items in soiled nappies/sore private areas.) * We will keep you updated if we need any extra equipment for the intimate care of your child such as nappes, wipes, changes of clothes or creams.   **Parental Responsibilities**  At St Martha’s Catholic Primary School we work in partnership with parents and ask you to assist us by ensuring the following:   * You provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child’s needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition. * Parents understand and agree the procedures that will be followed when their child is changed at school. * Parents must sign an ‘Intimate Care Plan,’ granting permission for their child to be assisted in their toileting needs. * Work towards your child achieving the maximum possible level of independence at home and in school by practicing skills at home. * Parents/carers must make sure that school always has required equipment available for their child’s intimate care or toileting needs. For example, nappies, wipes, changes of clothes and creams that will be used and applied as necessary. * Parents/carers must ensure that school always has their emergency contact details. |
|  | **Nappy Creams**  When a child has a sore bottom or nappy rash, parents are expected to provide staff with a cream that can be kept in school. Staff will label it and keep it with the child’s nappies and wipes in their bag. Staff will let the parents know when cream has been applied. If cream has been prescribed by a doctor, we will ask parents to complete a medical consent form. |
|  | **School Staff**  School staff will carry out nappy changing procedures. Protection for that person will be undertaken in the following ways:   * Staff will be trained in good working practices which comply with Health and Safety regulations. * Staff will discreetly inform other staff that they are taking a child to the toilet to change. Nappy changing areas will allow for privacy but are not closed off which creates a culture of openness and ensures all adults follow safe working practices. * If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the head teacher and the safeguarding lead and recorded on CPOMS. * Where staff are concerned about a child’s actions or comments whilst carrying out a personal care procedure, this should be recorded on CPOMS and discussed with the school’s designated safeguarding lead (DSL) immediately. * Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs. * No volunteers or student will be permitted to change a child’s nappy or support a child with their intimate care. |
|  | **Vulnerability to Abuse**  As a school we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child’s resilience and protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by a member of staff they have a close relationship with. Furthermore, it is important that we signal our intention to change a child’s nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can support them with their intimate care. |
|  | **Monitoring**  The SENDCo will monitor the effectiveness of intimate care plans though discussion with your child; where possible, you as parents and staff supporting your child. The policy is to be reviewed annually. Intimate care plans will also be updated annually. |
|  | **Other Policies**  When reading this policy please be aware of and refer to the following related documents:   * The Safeguarding Policy * SEND Policy * Accessibility Plan * Equality Policy |

Policy Review: Phillippa Shine

Date reviewed: September 2024

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