



# **Intimate Care Policy**

## **for Hertsmere Jewish Primary School**

**Prepared by: N Lipman**

**Reviewed on: September 2023**

**Date of Next Review: September 2024**

## Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body on September 2022. It is due for review on September 2023.

Signature *R. Klak-Levi* Headteacher Date September 2022

Signature *J. Granby* Chair of Governors Date September 2022

## **Introduction**

Hertsmere Jewish 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. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

## **Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

## **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist.

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 or menstruation. Wherever possible staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/ herself as they are able.

Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.

Wherever possible the child should be cared for by an adult of the same sex. However, in certain circumstances this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

## **Home/School Management Agreement**

Parents/ Carers:

- will agree to change the child at the latest possible time before coming to school
- will provide spare nappies, wet wipes and a change of clothes
- understand and agree the procedures to be followed during changing at school
- will agree to inform school should the child have any marks/rash
- will agree how often the child should be routinely changed if the child is in school for the day and who will do the changing
- will agree to review the arrangements, in discussion with the school, should this be necessary
- will agree to encourage the child's participation in toileting procedures wherever possible.

The school:

- will agree to change the child should they soil themselves or become wet
- will agree how often the child should be routinely changed if the child is in school for the full day and who would be changing them
- will agree a minimum number of changes
- will agree to report to the Headteacher or Inclusion Manager should the child be distressed or if marks/ rashes are seen
- will agree to review arrangements, in discussion with parents/ carers, should this be necessary
- will agree to encourage the child's participation in toileting procedures wherever possible

## The Protection of Children

The normal process of assisting with personal care, such as changing a nappy should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. DBS checks are rigorous and are carried out to ensure the safety of children with staff employed in schools and settings. All schools/ settings have a duty to ensure staff are not employed without a DBS check. This should be checked before allowing staff to change children.

Section 18 in the Government guidance 'Safe Practice in Education' states that:

'staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.'

It is recommended that the adult who is going to change the child informs the teacher that they are going to do this. There is no written legal requirement that two adults must be present and schools will need to make their own judgement based on their knowledge of the child/ family.

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated staff for child protection, namely Mrs A Waller, the DSP Lead Officer or Mrs T Gold, the Deputy DSP Officer.

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 the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

All staff will be required to confirm that they have read the Hertfordshire 'Contenance Policy and Guidance' and 'Supporting Children who are in Nappies' documents.

## HJPS Risk Assessment for Intimate Care

Child's Name:

Name of School:

Date of Risk Assessment:

	Yes	No	Notes
1. Does weight /size/ shape of pupil present a risk?			
2. Does communication present a risk?			
3. Does comprehension present a risk?			
4. Is there a history of child protection concerns?			
5. Are there any medical considerations? Including pain / discomfort?			
6. Has there ever been allegations made by the child or family?			
7. Does moving and handling present a risk?			
8. Does behaviour present a risk?			
9. Is staff capability a risk? (back injury / pregnancy)			
Are there any risks concerning individual capability (Pupil) General Fragility Fragile bones Head control Epilepsy Other			
Are there any environmental risks? Heat/ Cold			

Now complete a detailed personal care plan.

**Date:**

**Signed:**

**Name:**

## HJPS Toilet Management Plan

Child's Name \_\_\_\_\_ Class/ Year Grp \_\_\_\_\_

Name of Support Staff Involved \_\_\_\_\_

Date of Record \_\_\_\_\_ Review Date \_\_\_\_\_

Area of Need	
Equipment required	
Location of suitable toilet facilities	
Support required	Frequency of support

### Working towards Independence

Child will try to	Personal Assistant will	Target achieved (date)

Signed \_\_\_\_\_ Parents/ Carers

Signed \_\_\_\_\_ Member of Staff

Signed \_\_\_\_\_ Second Member of Staff

Signed \_\_\_\_\_ Child (if appropriate)

## HJPS Personal Care Plan for children wearing nappies/ pull-ups in school

Child's Name:	DOB:
<b>Hertsmere Jewish Primary School</b>	

Completed by: \_\_\_\_\_ (member of staff)

Date of Plan: \_\_\_\_\_ Date to review Plan: \_\_\_\_\_

Who will change the child?
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How will be the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor
<small>Copies of procedure for changing given to parent where available</small>

Who will provide the resources? e.g. wipes, nappies, disposable gloves
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How will the changing occasions be recorded and if/ how this will be communicated to child's parent/ carer
<small>Consider using the Record of Intimate Care Intervention Table</small>

How will wet/ soiled clothes be dealt with?
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What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed

Consider referring to the schools child protection policy and procedures

Agree a minimum number of changes per full day

How will the child be encouraged to participate in the procedure?

Any other comments/ important information:  
e.g. medical information

This plan has been discussed with me and I agree to change my child at the last possible moment before he/ she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

Signed: \_\_\_\_\_

Parent/ Carer's Full Name: \_\_\_\_\_

## HJPS Record of Intimate Care Intervention

Child's Name \_\_\_\_\_ Class/ Year Group \_\_\_\_\_

Name of Support Staff Involved \_\_\_\_\_

Date	Time	Procedure	Staff signature	Second signature

## **HJPS Procedure for Changing a Nappy (Child lying down)**

1. Consider whether the child can be changed in a toilet cubicle (standing up) or lying down on a changing mat
2. Staff to wear fresh aprons and disposable gloves while changing a child
3. Assemble the equipment
4. Place the infant/ child upon the changing mat/ table
5. Put on gloves
6. Remove wet/ soiled nappy
7. Fold the nappy inwards to cover faecal material and place into designated covered bin
8. Used wipes and gloves are to be disposed of in a bin with a disposable liner
9. The bin should be emptied at least once a day and the liner replaced
10. Once the child has been changed and returned safely to the, e.g. nursery area, clean the changing area with a detergent spray or soap and water
11. Hands should be washed thoroughly whether gloves have been used or not

The school will need to make enquiries about the disposal of nappies if they do not already have arrangements in place. Current guidance from Health and Safety is that for one child disposal can be in the usual bins. Any more than this and schools will need to make special arrangements