



Intimate Care Policy



At Arley Primary School, we recognise that 'intimate care' includes attending to toilet accidents/medical conditions causing soiling and supervising toileting habits. We provide a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected. In doing so we will adhere to the WCC Health and Safety procedures and ensure that:

- Children are able to express choice and have a positive image of their own body.
- Children feel safe and secure.

We ensure Equal Opportunities by:

- Ensuring children are respected and valued as individuals.
- Ensuring 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.
- Ensuring that children are not refused admission who need to receive 'intimate care' support.
- Ensuring we meet the needs of children with delayed personal development in the same way as a child with delayed language or any other delay.

Procedures

All staff carrying out intimate care of children in the school 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. The member of staff supervising will alert another member of staff that they will be supervising or changing the child and then complete the record sheet.
- The adult involved should be trained appropriately to manage personal care as part of their duties. However, staff have no legal or contractual duty to do so, unless these duties are specified in staff contracts.
- Ensure 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 (Green form) and discuss with the schools designated Safeguard lead 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 and parents.
- Staff should inform another member of staff if they have to change a child and record it on the proforma.
- It is good practice to always take into consideration the views of the child / young person. This is especially important if they are likely to need support long term. This may include asking which toilet cubicle they prefer, if they are comfortable with the staff supporting them.
- It is important for the pupil to feel they are in control.
- Be aware and responsive to the child's reactions if assisting with intimate care.



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- Ensure any religious and cultural values are taken into account.
- If washing is required, use a disposable cloth. Encourage the child to wash any intimate parts of the body with wipes themselves if possible.
- Gloves should be used in assisting in any form of intimate care (kept with wipes).
- Dispose of any used items appropriately.
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the classroom.
- Inform the caretaker if any cleaning is required.

If staff suspect soiling and help is refused by the child the matter should be referred to the parent for advice - usually a telephone call from the office. Forcing 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 resulting in a request that parents come into school and deal with the child themselves.

If young children can change themselves, wait outside the door and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult. Professional judgment should be used.

Record all incidents of intimate care on the record sheet. Always tell parents if the child has been assisted in any way. Confidentiality should be maintained at all times between child, school and parent/carer.

Staff with concerns over any aspect of intimate care should discuss these with the Head teacher.

Regular Occurrences

If the child has an ongoing problem that requires intimate care prevention, the HT or SENCO should be informed so arrangements can be made with the parent/carer for long term resolution of the difficulties.

You may wish to involve outside agencies if appropriate such as the school nurse Compass or Integrated Disability Service (IDS)

The parents of children with special medical needs who need changing on a daily basis, will be aware of the procedure and will not to receive a reminder that this has had to happen on a daily basis.

Establishing routines:

Implement a routine with the support of a plan:

- Where possible spend time observing patterns/signs related to the child needing the toilet. Often linking toileting times to cues in daytime routines (Eg sitting children on the toilet straight from dinner play) can help to develop a better pattern of toilet use and control
- Use of visual symbols, social stories - Use agreed cues discreetly to remind e.g. symbols/signs/objects/pictures/code words.



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- Allow access to the toilet immediately. Children should be allowed to leave the class to visit the toilet.
- Encourage working towards independence and use of self-help skills.
- Manage 'accidents' discreetly, calmly and swiftly.
- Reward successes - use praise, encouragement and confidence building.

Parents and carers

Parents and carers have a key role to play in supporting effective toilet training. Parents may feel anxious and responsible when their child has not yet achieved this developmental stage. It is important to build up their confidence especially if they have already experienced difficulties in trying to toilet train their child. Some parents feel judged or blamed that their child has not reached this milestone, having tried very hard to help their child become continent.

Please note, however, delaying admission unnecessarily or unduly may result in parents having a lawful claim of discrimination if the child were unable to start alongside his/her peers.

Ask parent/carer to provide spare clothing. It is the responsibility of parents to then deal with wet or soiled clothes. Please note it is unacceptable to expect parents or carers to be on emergency stand-by to change children during the school day. Potentially this could be unlawful under the Equality Act.

Monitoring, Evaluation and Review

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

Date for Implementation: July 2021

Review Date: July 2023

Governor Signature: _____



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