



## Intimate Care Policy

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<b>Other related policies</b>	Health and Safety Policy Safeguarding Policy Child Protection Policy Whistleblowing Policy Complaints Policy
<b>Other paperwork attached</b>	Appendix A - Intimate Care Plan Appendix B - Intimate Care Plan Agreements Appendix C - Personal Care Procedures Appendix D - Health and Safety Procedures

## **Introduction**

At West Thurrock Academy we recognise that all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time school. With the development of more early years' education and the drive towards inclusion, however, there are many more children in mainstream educational establishments who are not fully independent. Some children remain dependent on long term support for personal care, while others progress slowly towards independence. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem.

The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Difficulties with continence severely inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary.

## **Aims**

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and West Thurrock Academy and Nursery School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010;
- To provide help and support to pupils in becoming fully independent in personal hygiene;
- To treat continence issues sensitively so as to maintain the self-esteem of the child;

- Work with parents in delivering a suitable care plan where necessary;
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Child Protection and Safeguarding Policies).

## **Pupils' Needs**

The staff work hard to build effective relationships with the parents and carers of the children attending West Thurrock Academy. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care, continence needs or has had a one off accident and requires intimate care will be attended to in a designated area within school. Parents' consent will be sought and kept on record. If a parent does not consent for the school to complete intimate care, the school will make contact with the parents as soon as the need for intimate care is evident. In the event of the school being unable to make contact with the parent or an emergency contact, the school will carry out intimate care to protect the child's dignity. If parents have provided the school with consent, they will only be contacted in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

## **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 A) will include:

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

This will include:

#### **The parent:**

- Agreeing to ensure that the child is changed at the latest possible time before being brought to the school;
- Providing the school with appropriate consumables such as: wipes, 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 school should the child have any marks/rash;
- Agreeing to a ‘minimum change’ policy i.e. the 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 should the child soil themselves or become uncomfortably wet;
- Agreeing how often the child would be changed during a 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 regularly review arrangements and make changes as progress is seen.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the 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.

### **Personal Care Procedures**

The staff at West Thurrock Academy will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

### **Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place; however, at West Thurrock Academy we ensure that there are always two members of staff present when changing a child. This is to ensure the protection of all involved. Any member

of staff who changes a child will be fully DBS checked and all other pre-employment checks would have been completed before they were able to be in contact with children within the school. Where ever possible, the same members of staff will change the named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

Only paid members of staff will be considered to complete the changing of a wet or soiled child.

### **Monitoring and Review**

The SENCO will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.

It is the SENCO's responsibility to ensure that all practitioners follow the school policy.

Any concerns that staff have about Child Protection issues will be reported to the Designated Safeguarding Lead (DSL) or a member of the Designated Safeguarding Team for further referral if appropriate.

This policy runs alongside other school policies, particularly Child Protection, SEND, Safeguarding and Health and Safety.

This policy will be reviewed on a yearly basis and approved by Governors. Any legislative changes that are introduced between reviews will be implemented with the approval of the FGB.

## Appendix A -



### 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.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

## Appendix B -



### **Intimate Care Plan Agreements**

#### **The parent:**

- Agrees to ensure that the child is changed at the latest possible time before being brought to the school;
- Will provide the school with appropriate consumables such as: wipes, spare nappies or pull ups and a change of clothing;
- Understands and agrees to the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes;
- Agrees to inform the school should the child have a mark/rash;
- Agrees to a 'minimum change' policy i.e. the school would not undertake to change the child more frequently than if s/he were changed at home;
- Agrees to review arrangements should this be necessary.

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

Date: \_\_\_\_\_

#### **The School:**

- Agrees to change the child should the child soil themselves or become uncomfortably wet;
- Agrees how often the child would be changed during a full day;
- Agrees to monitor the number of times the child is changed in order to identify progress made;
- Agrees to report to the parent and/or DSL if the child was distressed, or if marks/rashes are seen;
- Agrees to regularly review arrangements and make changes as progress is seen.

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

Date: \_\_\_\_\_



## **Appendix C -**

### **Personal Care Procedures**

The staff at West Thurrock Academy will follow agreed procedures:

- Adhere to the guidance set out in the Intimate Care Plan if applicable;
- Ensure that two members of staff are present at all times whilst intimate care is being administered;
- Change the child's clothing if appropriate, as soon as possible;
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D);
- Report any marks or rashes to parents and a member of the DSL team if appropriate;
- Inform parent/carer that a continence issue has arisen during the session;
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing;
- Keep a log of any instances of intimate care;

## **Appendix D -**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident;
- Soiled continence product used to be double wrapped, or placed in a hygienic disposal unit.
- Changing area to be cleaned after use;
- Hot water and liquid soap available to wash hands as soon as the task is completed;
- Paper towels available for drying hands.