**Intimate Care Policy**

**May 2022**

**INTIMATE CARE POLICY**

**This policy was reviewed and adopted by the Governing Body on:**

**Date: May 2022**

**This policy will be reviewed annually by the Governing Body when the Headteacher will report on its operation and effectiveness. This policy will be next reviewed: September 2022**

At Rotherfield Primary School, we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

**AIMS:**

* To safeguard the rights and promote the welfare of children
* To provide guidance and reassurance to staff whose role includes intimate care
* To assure parents and staff are knowledgeable about personal care and that their individual concerns are taken into account.

**DEFINITION OF INTIMATE CARE:**

*‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.’*

Intimate care is a procedure that most children and young people carry out for themselves, but where some are too young or unable to do this for themselves, it is vital that they are provided with adult support to carry out these tasks.

Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Children’s intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

**PRACTICALITIES:**

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Rotherfield Primary School having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. Although they are encouraged as they progress through the school to use the toilet during break times.

Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

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 and menstruation.

Individual situations will be assessed to determine how many adults should be present during intimate care procedures. Normally, one pupil will be cared for by one adult unless there is a sound reason for having more adults present.

**ROLE OF THE STAFF:**

Children in the Nursery and Reception at Rotherfield Primary School will have their intimate care needs attended to in the toilet areas. Staff will have baby wipes, disposable plastic aprons and gloves and warm water and soap to use while attending to a child. If a child soils him/herself during school time, one member of the EYFS staff team will help the child. This will involve:

* Removing clothes
* Cleaning skin (usually includes bottom, genitalia, legs, feet)
* Dressing the child in their own clothes or clothes from school
* Wrapping soiled clothes in a plastic bag and giving to parents to take home

At all times the member of staff will pay attention to the level of distress and comfort of the child. If a child is ill, the child’s parent/carer will be called.

In the event a child refuses to be changed, the parent/carer will be contacted immediately.

Our intention is that a child will never be left in soiled clothes, so as soon as a member of staff is made aware of the child having an accident, she/he will clean the child.

Children will not experience any negative discipline but only positive encouragement and praise for their endeavours to master this necessary skill.

**CHILD PROTECTION:**

Staff will follow child protection procedures at all times. All members of staff carrying out intimate care procedures will have an enhanced DBS check. Students should only carry out intimate care tasks under the supervision of a trained member of staff. It is not appropriate for volunteers to carry out intimate care procedures.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

DISABILITIES:

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

ROLE OF PARENTS/CARERS:

Rotherfield Primary School requires that parents/carers give permission for intimate care as children enter the Early Years Foundation Stage (EYFS). The permission forms will be kept on record. All staff will be informed of children who do not have permission for staff to change them. In these incidences, parents/carers will be called when a child has an accident.

Where a child has continuing incontinence problems (including children beyond EYFS), parents are expected to provide a complete set of spare clothes, baby wipes and nappies if required.

May 2022

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| **Rotherfield Primary School** | Head of School **Joanna Jones****Date:**  |

**PERMISSION FORM FOR INTIMATE CARE**

Dear Parent/Carer,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Rotherfield Primary School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please complete the permission form below stating your preference for your child.

Yours sincerely

Jo Jones

Head of School

**Name of child…………………………………………………………………… Class……………………………………**

**Please tick as appropriate:**

 I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Rotherfield

 I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact to aid my child.

**Signature of Parent/Carer………………………………………………… Date………………………………………**

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