



## Intimate Care and Toileting Policy

### Policy 57

#### Document Management Information

<b>Applicable to:</b>	All staff
<b>Dissemination:</b>	School Improvement Team to Principals
<b>Linked policies:</b>	<ul style="list-style-type: none"> <li>• Accessibility statement and School Accessibility plan</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Equality information and objectives</li> <li>• Supporting pupils with medical conditions</li> <li>• Special Educational Needs and Disability Policy</li> <li>• Health and Safety</li> </ul>
<b>Implementation:</b>	Principals
<b>Training:</b>	Principal responsibility
<b>Review Frequency:</b>	Annually
<b>Policy Author:</b>	Trust Lead for SEND
<b>Policy Lead:</b>	Trust Lead for SEND
<b>Approval by:</b>	CEO
<b>Approval Date:</b>	July 2023
<b>Next Review Due:</b>	July 2024

#### Revision History

Document version	Description of Revision	Date Approved
V1	First version	July 2023



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The Nene Education Trust is committed to safeguarding and promoting the welfare of children and young people. As such, each school within the Nene Education Trust is 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.

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

## 1 Aims

Our Intimate Care Policy aims to ensure that:

- Intimate care is carried out properly by staff in line with agreed plans and protocol
- The dignity, rights and wellbeing of children are safeguarded
- Children who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/ carers are assured that staff are knowledgeable about intimate care and that the needs of the children are taken in to account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

## 2 Legislation and Guidance

This policy complies with:

- Keeping Children Safe in Education
- Early Years Foundation Stage Statutory Framework
- Special Educational Needs and Disability Code of Practice
- Equality Act
- Conventions of the Rights of the Child

## 3 Role of the parent/ carer

3.1.1 The role of intimate care will be discussed with parents as part of their child's induction on entry to Reception. Parents/ carers will be asked to sign a consent form for staff to carry out routine or occasional intimate care (e.g. toileting or toileting accidents). See appendix 1. Parents/ carers will be informed when an intimate care procedure has been performed.

If there is the need for one off/ occasional intimate care (e.g. toileting accidents) in Years 1-6, parent/ carer permission will be sought before completing the care procedure. In the event that the school is unable to contact the parent/ carer, the

**Commented [KS1]:** If you are not using this consent form, remove from appendix 1.



procedure will be carried out, where this is in the best interest of the child, with parents/ carers being informed afterwards.

- 3.2 For children whose needs are more complex or who need particular support on a sustained basis, an intimate care plan will be created in discussion with parents/carers (see appendix 1 and 2).

**Commented [KS2]:** Whether this is appendix 1 or 2 will depend on if you are including the consent form for all changing.

#### 4 Role of staff

- 4.1 Providing intimate care is counted as a reasonable adjustments and can, therefore, be provided by all staff. However, it is good practice for the responsibility of intimate care to be written into job descriptions or contracts where relevant. Where it isn't, staff can only volunteer, not be directed to carry out intimate care procedures.
- 4.2 All staff providing intimate care will have had an enhanced DBS check with a barred list check in addition to wider checks as part of their on-boarding under safer recruitment guidance.
- 4.3 Staff will receive training specifically linked to providing intimate care to include:
- Training in the specific types of intimate care they undertake
  - Regular safeguarding training
  - If necessary, manual handling training that enables them to remain safe and for the child to have as much participation as possible
- Staff will also be encouraged to see further advice as needed.
- 4.4 Staff will also be familiar with:
- The control measures set out in risk assessments carried out by the school
  - Hygiene and health and safety procedures

#### 5 Creating an intimate care plan (See appendix)

- 5.1 The intimate care plan is agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.
- 5.2 Parents/carers preferences will be taken on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.
- 5.3 Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.
- 5.4 Information should be shared between home and school to provide as much consistency as possible.
- 5.5 Intimate care plans will be reviewed each large term or when there is a change to a child's needs.

#### 6 Intimate care procedures



- 6.1.1 Within the school building, all intimate care procedures will be completed in an area agreed with the parent and child, this will usually be the accessible toilet.
- 6.1.2 If possible, 2 members of staff will be present during any procedure, however, due to staffing limitations, if only one member of staff is available when intimate care is required, the designated member of staff will alert a colleague that they are going to change the child and on their return.
- 6.3 When carrying out procedures, the school will provide staff with appropriate resources, such as, protective gloves, aprons, changing mats etc.
- 6.4 For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.
- 6.5 Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.
- 6.6 All intimate care provisions will be recorded to include the date, time and care provided. Additional information should be recorded as required.

## **7 Safeguarding**

- 7.1 If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding reporting system, My Concern.
- 7.2 If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member should self-report the incident immediately via Confide as a low level staff concern.
- 7.3 If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.



**Appendix 1: Parent/carer consent form**

Permission for school to provide intimate care	
Name of child	
Date of birth	
Class	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	



**Appendix 2: Intimate Care Plan**

\*Plans should be reviewed at least twice a year

Intimate Care Plan	
Plan Date:	Plan review Date:
Name of child	
Class	
Type of intimate care needed	
How often care will be given?	
What training staff will be given?	
Where will the care take place?	
What resources and equipment will be used, and who will provide them?	
How will the procedures differ if taking place on a trip or outing?	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Name and signature of member of staff ensuring care is carried out according to this care plan	
Pupil Voice	
Is there anything the child wants to be taken into account while intimate care is being given?	