St Mary's School
CAMBRIDGE

Intimate Care Policy

This policy is the responsibility of Head of Pre-prep and Head of Juniors

Last review: September 26

Next review: September 27

Guiding Principles

Rationale

The School is committed to safeguarding and promoting the welfare of all its pupils. We are committed to ensuring that all staff responsible for the intimate care of pupils undertake their duties in a professional manner at all times. The Intimate Care Policy regarding pupils has been written to help safeguard pupils and staff and applies to all staff involved in the intimate care of pupils.

Intimate care is any care which involves washing, touching, or carrying out a procedure (such as cleaning where soiling has occurred), that most pupils can do for themselves, but with which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs, or needs arising from the pupil's stage of development. Intimate care includes hands-on physical care in personal hygiene and physical presence or observation during such activities, dressing and undressing, and the application of medical treatment other than to arms, face, and legs below the knee.

Aims and Objectives

The aims are:

- To provide guidance and reassurance to staff and parent/s.
- To safeguard and respect the dignity, rights and wellbeing of pupils.
- To ensure that privacy is appropriate for the age and situation of the pupil concerned.
- To encourage a pupil's independence as far as possible in their intimate care.
- To explain to the pupil what is needed and, if staff support is needed, explain how the member of staff is going to help.
- To assure parents that staff members are knowledgeable about intimate care and that pupils' individual needs and concerns are taken into account.

Intimate Care

Pupils aged 3-7

Parents/carers will be made aware of the School's Intimate Care Policy before their child starts school.

The School recognises that children in Preschool and Reception are at different stages of development and that occasional toileting accidents are a normal part of early childhood.

Staff will support children with unexpected accidents, soiling or other personal care needs in a sensitive and appropriate manner. This may include helping a child to remove soiled clothing, providing clean clothes and assisting with washing where necessary.

Children will always be encouraged to undertake as much of their own personal care as they can manage independently, with adult support provided where needed.

The School will work in partnership with parents/carers to encourage the development of independent toileting and personal hygiene skills. Where a child regularly requires intimate care, or has particular toileting or medical needs, individual arrangements will be agreed with parents/carers.

A child's lack of continence will not, in itself, prevent them from accessing the EYFS provision.

Pupils aged 7-11

Where soiling occurs, the pupil will not be changed by a member of staff. We will provide a private, safe space where the pupil may change on her own. We will supply warm water and cotton wool, clean clothes (preferably the pupil's own) and plastic bags in which to put any soiled clothes.

Parental Responsibility

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to pupils needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents. Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood, and met. This might include involvement with health care plans or any other plans which identify the support of intimate care where appropriate. Parents should ensure that all information given to the School is up to date.

Expectation of parents

Parents/carers will ensure that their child is continent before admission to the School unless there are additional needs.

Parents/carers will discuss any specific concerns with staff about toileting needs, and staff will work with parents/carers to ensure that the pupil is encouraged and praised where needed, when using the toilet.

Parents accept that on occasions their child may need to be collected from school as the result of soiling.

Staff responsibilities

In the EYFS, children's privacy must be considered and balanced with safeguarding and support needs when toileting or changing nappies. Intimate care should take place in an appropriate designated area which provides reasonable privacy while maintaining suitable safeguarding oversight.

Another member of staff must be made aware when intimate care is taking place. A second member of staff should be available to provide assistance or oversight where appropriate. Two-person care will be

considered where required by the child's individual needs or an identified safeguarding concern. Two adults are not routinely required to be physically present for every intimate care incident.

The following steps will be taken to ensure the health and safety of both staff and children:

1. Alert another member of staff.
2. Escort the child to a changing area, such as the designated toilet areas.
3. Collect any equipment and clothes.
4. All adults should wear gloves.
5. The pupil should undress as appropriate and clean themselves as much as possible, under the verbal guidance of an adult if needed.
6. If a member of staff has any concerns about physical changes in a pupil's presentation, e.g., marks, bruises, soreness etc they will immediately report concerns to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) and will update MyConcern accordingly. A clear record of the concern will be completed and referred on if necessary (see the School's Safeguarding and Child Protection Policy).
7. Staff should explain to the child what they are doing before and throughout the process, using age-appropriate language, and encourage the child to participate as much as possible.
8. Staff should respect the child's wishes and reactions. If a child becomes distressed or objects to being supported by a particular member of staff, this must be taken seriously and reported to the appropriate senior member of staff.
9. Staff encourage the pupils to have a positive body image of their own body as we believe that confident, assertive pupils who feel their body belongs to them are less vulnerable to abuse.
10. Soiled clothes should be placed inside plastic bags (double wrapped) and given to parents/carers at the end of the day. Gloves should be disposed of safely and hygienically.
11. Pupils are expected to dress themselves in clean clothing, wash their hands and return to class.
12. The area must be cleaned and disinfected by an adult before anyone else is allowed access to it.
13. Adults, and the pupil where required, should wash their hands thoroughly after administering intimate care. Intimate care incidents must be recorded on an Intimate Care Form including date, time, name of pupil adult(s) in attendance, nature of the incident, the support required, action taken and any concerns or issues. This will enable staff to monitor progress made.

Parents/carers of pupils of any age requiring support should be informed at the end of the school day, or earlier if deemed necessary (e.g., in the case of diarrhoea which would necessitate a pupil being collected before the end of the school day). Parents should be handed a copy of the Intimate Care Form when collecting their child

Special Educational Needs and Disability (SEND)

The School recognises that some pupils with SEND and/or other home circumstances may result in pupils arriving at school with underdeveloped toileting skills. If a pupil is not toilet trained because of a disability, their rights to inclusion are additionally supported by The Equality Act 2010.

If a pupil's toileting needs are substantially different from those expected of a pupil their age, then the pupil's needs may be managed through an Individual Healthcare Plan or similar. A toileting programme would be agreed with parents as advised by a health professional. Intimate care arrangements will be discussed with parents/carers on a regular basis, and any agreed plan would be regularly reviewed.

Child Protection

The School's Safeguarding and Child Protection Policy applies to intimate care procedures, and staff members are expected to be vigilant regarding adherence to the policy.

Please refer to: *Selection, Recruitment and Disclosure Policy* and *Safeguarding and Child Protection Policy*