

Intimate Care Policy 3-18

Guiding Principles

The safety and welfare of all our students at the Stephen Perse Foundation (the **Foundation**) is our highest priority. The Foundation will follow the procedures laid down by our own Local Authority (**LA**) (which is Cambridgeshire for all schools in the Foundation apart from Dame Bradbury's where Essex is the LA) together with the guidance contained in [Keeping Children Safe in Education](#) 2018.

This Intimate Care Policy applies to the Foundation which comprises the Stephen Perse Pre-Prep Schools (City and Madingley), the Stephen Perse Junior School, Dame Bradbury's School, the Stephen Perse Senior School and the Stephen Perse 6th Form College. It is applicable to all students, including those students in the Early Years Foundation Stage (**EYFS**).

Rationale

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

Intimate care is any care which involves washing, touching or carrying out a procedure (such as cleaning up after a child has soiled him/herself), that most children 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 child'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 children.
- To ensure that privacy is appropriate for the age and situation of the child concerned.
- To encourage a child's independence as far as possible in his/her intimate care.
- To explain to the child what s/he needs to do 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 students' individual needs and concerns are taken into account.

Intimate Care in 3-11 and 11-18 Schools*Children aged 3-7*

We will inform parents of all children prior to them starting school of the current Intimate Care Policy, highlighting that we will change children for odd 'accidents' but not routinely as part of day to day personal care. The expectation is that by the end of Reception children will be able to "manage their own basic hygiene and personal needs successfully, including dressing and undressing and going to the toilet independently". Where children below the age for three are admitted, we encourage them to be fully toilet trained but support parents on an individual basis whose children are transitioning (see Appendix 2).

Pupils aged 7-11

Any pupil who soils or wets him/herself will not be changed by a member of staff unless specific written permission has been given by parents. We will provide a private, safe space where the pupil may change on his/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.

Students aged 11-18

We will provide a private, safe space where the student may change on his/her own. We will supply warm water and cotton wool, clean clothes (preferably the student'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 students 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 Foundation is up to date.

Expectation of parents

Parents/carers will endeavour to ensure that their child is continent before admission to school, unless the child has additional needs.

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

Parents/carers must inform the school if a child is not fully toilet-trained before starting school, after which a meeting will then be arranged to discuss the child's needs (see Appendix 2).

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

Staff responsibilities

Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should always be carried out by an appropriate member of staff, at the discretion of the Head of School and with regard to the needs of the child. Appropriate support and training should be provided when necessary.

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 designated toilet areas.
3. Collect any equipment and clothes.
4. All adults should wear gloves.
5. The child should undress as appropriate and clean themselves as much as possible, under the verbal guidance of an adult if needed.
6. Soiled clothes should be placed inside plastic bags (double wrapped) and given to parents at the end of the day. Plastic aprons and gloves should be wrapped before disposal.
7. Children are expected to dress themselves in clean clothing, wash their hands and return to class.
8. The area must be cleaned and disinfected by an adult before anyone else is allowed access to it.
9. Adults should wash their hands thoroughly after the procedure.

Intimate care incidents must be recorded including date, time, name of child, adult(s) in attendance, nature of the incident, the support required, action taken and any concerns or issues, in SIMS. This will enable staff to monitor progress made.

Parents/carers of children of any age requiring support should to be informed, as soon as possible, via InTouch.

Special Educational Needs and Disability (SEND)

The Foundation recognises that some children with SEND and/or other home circumstances may result in children arriving at school with underdeveloped toileting skills. If a child is not toilet trained because of a disability, his/her rights to inclusion are additionally supported by the Special Educational Needs and Disability Act 2001 and Part IV of the Disability Discrimination Act 1995.

If a child's toileting needs are substantially different from those expected of a child his/her age, then the child'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 Foundation'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:

Safer Recruitment Policy
Safeguarding and Child Protection Policy

Reviewed: November 2018

Version Control

Date of adoption of this policy	18 November 2018
Date of last review of this policy	18 November 2018
Date for next review of this policy	November 2019
Policy owner	Head of Junior School
Authorised by	3-11 Senior Leadership Team, 11-18 Senior Leadership Team

APPENDIX 1
DETAILS OF INTIMATE CARE IN EARLY YEARS AND KEY STAGES 1 & 2

1. **WETTING:** In EYFS, if children wet themselves clean clothes (preferably from their own spares bag) are offered. The child is encouraged to take off his/her wet clothes, wipe him/herself and change. Where a child is very distressed or is a 'rising three' then staff do, in exceptional circumstances, take off the wet clothes, offer him/her a wipe, and help him/her to wipe him/herself. Wet clothes are put in a plastic bag and attached to his/her school bag so that it is not forgotten at the end of the day.
In Key Stages 1 & 2, if children wet themselves they are offered clean underwear and they change into their PE kit themselves. Staff offer a wipe and talk them through wiping themselves and changing. Wet clothes are put into a carrier bag, which is sealed by knotting and taken home at the end of the day.
2. **NORMAL SOILING:** Procedure is as for wetting (see 1). The staff offer support and talk through with the child, but there is no physical contact. In the EYFS, if a child soils him/herself a member of staff will encourage the child to take off his/her own clothes. Staff wear disposable gloves and double bag the soiled clothes which is labelled with the child's name (stored in the staff toilet - Madingley, Cupboard - City, locked shower cubicle - Dame Bradbury's) and then put in his/her book bag to go home at the end of the day. Children are encouraged to be as independent as possible, but if a child is very distressed or a 'rising three' the staff might clean his/her bottom using wet wipes. Staff will change the child into his/her own spare clothes if possible, or school spare clothing.
3. **MESSY SOILING ("UPSET TUMMY"):** Staff talk through with the child to support him/her. The child cleans him/herself as well as possible. Parents are called if the child is poorly and the child waits in the medical room. If this level of cleaning is insufficient, parents/carers are called to avoid intimate touching. Parents/carers will then collect the child and/or discuss and give written permission for staff to deal with the situation if it involves intimate care. This is particularly important for the number of children who might be in the medical room for a reasonable period of time because parents are both working.

A Record of Intimate Care is completed in SIMS and parents are informed via InTouch.

A member of the office staff informs Estates of any cleaning requirements.

Important: Staff will always ensure that another member of staff is present for any situation in which intimate care might be needed.

**APPENDIX 2
TOILET MANAGEMENT PLAN**

Child's Name..... DOB.....

Name of Support Staff Involved.....

Area of need.....

Equipment required.....

Location of suitable toilet facilities.....

Support required.....

Frequency of support.....

Working towards Independence

Child will try to

Personal Assistant will do.....

Target Achieved.....

Review Date.....

Parents/Carer.....

Child (if appropriate).....

Personal Assistant.....

Senior Management/SENCo.....

Date.....