



# Intimate care policy

**Reviewed by** Martin Lucas

**Approved by** Children, Families &  
Community Committee

**Next review** January 2023

Statutory

Hanover Primary School is committed to safeguarding and promoting the welfare of children and young people. We aim to ensure 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 is defined as any care which involves washing, touching or carrying out a personal procedure that most children and young people carry out for themselves, but which some are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. 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. Disabled or very young children may be unable to meet their own care needs for a variety of reasons and might require regular or occasional support.

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.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

It is generally expected that children will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time some children may not yet be at this stage in their development or 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. It may be that some 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. The school undertakes to carry out support or training programmes requested by a child's GP and /or the school nurse.

The Early Years Foundation Stage (EYFS) staff are informed of those children who need additional support. Where a child has continuing incontinence problems (i.e. past EYFS) relevant staff will be informed and parents are expected to continue to provide a complete set of spare clothes and `baby-wipes`, etc. The school also tries to keep a stock of spare clothes in various sizes.

The welfare / medical room has a shower and hand basin If needed. In the EYFS the children usually are changed in the bathroom areas. There is also a stock of baby-wipes, plastic bags and disposable protective gloves based in Nursery for staff to use. If a child soils him/herself during school time, one member of the staff will help the child to:

- remove their soiled clothes.
- clean skin if needed.
- dress in the child`s own clothes or those provided by the school
- double wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses adult assistance, the parent/carer will be contacted immediately.

Our intention is that a child will never be left in soiled clothing, and as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

### **Our approach to best practice for intimate care needs over and above accidents.**

- The management of all children with intimate care needs will be carefully planned.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a physiotherapist and/or occupational therapist.
- There is careful communication with any pupil who requires intimate care to discuss needs and preferences.
- 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.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult, who will inform another

member of staff that this is taking place. If there is a sound reason for having more adults present, the reasons will be documented.

- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet `accident`) then parents/carers will be informed the same day.
- This information should be treated as confidential and communicated in person.

### **Child Protection**

The Governors and staff of Hanover School recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times in line with Hanover Primary School's Child Protection Policy.