



# Hatchlands

Primary School

## Intimate Care Policy 2024

Last approved by LGB:	September 2024
Next review due by:	September 2026

## Our School Vision:

**We believe every child** has the right to be a successful and confident citizen who is able to make a positive contribution to the world they live in.

Our motto is 'Learning today, to make a difference tomorrow'

## Our School Values:

Our School Values were updated following a consultation process with our stakeholders. The following table outlines ways in which a child might demonstrate our 4 core values.

<b>Compassion - we show kindness and understanding to everyone</b> We show kindness to one another We help one another When someone is feeling hurt or sad, we try to make them feel better. We use kind words	<b>Responsibility - we think about the impact of our actions</b> We make good choices about our behaviour We think about how actions affect others We look after our own and other people's property We care for our environment
<b>Courage - we are brave and believe we can</b> We are not afraid to take risks or make mistakes We will have a go at something new We do not give up when we find something difficult We will try things that we may be a little afraid to do.	<b>Respect - we value everyone in all we do</b> We show good manners We listen to others and their ideas We treat each other as we would like to be treated. We celebrate differences and similarities between people

## Our School Aims:

- Every member of our school community will understand, live and breathe each of our core values. to challenge, develop and nurture the 'Whole Child' so they are able to grow into confident, resilient and emotionally literate citizens of the future.
- Our children will receive a broad and balanced experience that progressively builds and deepens knowledge, understanding and skills across the curriculum.
- Our school community will work in partnership with parents, carers and governors
- Our children will leave Hatchlands physically and mentally healthy and equipped with the skills to prepare them for their future.
- Our children will have high aspirations and no limits on their learning,
- All children will achieve, regardless of their background or starting points.

## Our One School Rule:

**We show kindness and respect to everyone.**

## Our Rationale:

Hatchlands Primary aims to work in partnership with families to encourage and support the inclusion of individual children.

## Aims and Objectives:

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into 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

## Definitions

### Intimate Care

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

### Personal Care

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

## Principles of Intimate Care

Children and young people'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. Intimate care can also take substantial amounts of time but should be an enjoyable experience for the child/young person and for their parents/carer(s). It is essential that every child/young person is treated as an individual and that care is given as gently and as sensitively as possible. The child/young person should be encouraged to express choice and to have a positive image of his/her body.

Staff should bear in mind the following principles:

- Children/young people have a right to feel safe and secure.
- Children/young people have a right to an education and schools have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs.
- Children/young people should be respected and valued as individuals.
- Children/young people have a right to privacy, dignity and a professional approach from staff when meeting their needs.
- Children/young people have the right to information and support to enable them to make appropriate choices.
- Children/young people have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.
- Children/young people have the right to express their views and have them heard. Schools must have complaints procedures that children and young people can access.
- A child/young person's Intimate/Personal care plan/Education Health Care Plan should be designed to lead to independence

## Working with Parents

At Hatchlands, we strive to create and maintain positive and effective partnerships with parents and carers, this is particularly necessary in relation to children in need of intimate care. Information required to make the process of intimate care as comfortable as possible is available from parents as primary caregivers and can include knowledge and understanding of and religious and cultural sensitivities.

### Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form. For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents. Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure. If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

## **Creating an intimate care plan**

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals. The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately. 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 will be consulted. The plan will be reviewed three times a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

## **Sharing information**

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

## **Role of Staff**

### **Which staff will be responsible?**

Roles who may carry out intimate care may include: class teachers, support staff, school administration team or any other staff member as required.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

### **How will staff be trained?**

Staff will receive:

- Training in the specific types of intimate care they undertake as required
- Regular safeguarding training – at least annually
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible. Training to be delivered by SCC or other approved bodies.

They will be familiar with:

- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed e.g. Surrey County Council, School Nurse team

## Cross gender care

There is positive value in both male and female staff being involved in intimate/personal care tasks. At Hatchlands, male and female staff members may be involved in intimate/ personal care tasks. Parents, carers and/ or pupils may request the same gender staff to attend to toileting or other intimate needs; an emergency plan needs to be agreed if there are human resource restrictions that prevent their requests from happening.

## Intimate Care Procedures

For health and safety and safeguarding protocols two members of staff will be present when undertaking intimate care. If this is not possible, the staff member undertaking the intimate care will inform another member, including SLT, that this has taken place.

Procedures will be carried out in the school medical room or disabled toilet. When carrying out procedures, the school will provide staff with:

- protective gloves
- cleaning supplies
- changing mats and bins.
- clean change of clothing/underwear for the child

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 pull ups, wipes, underwear and/or a spare set of clothing. As well as carrier bags to take the soiled clothing home

Any soiled clothing will be contained securely, clearly labeled, and discreetly returned to parents/carers at the end of the day or given to carers if they collect their child early. If needed, and clothing is too soiled it will be disposed of safely by the school. If the child cannot be appropriately cared for (e.g. cleaned) parents/carers will be contacted and asked to attend school to provide intimate care. This will be decided on a case by case basis or where permission has not been given by the parent. If required the child may go home to receive intimate care before returning to school.

## Concerns about safeguarding

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. These guidelines are designed to safeguard children and staff. All staff in the setting will adhere to our Safeguarding and Child Protection Policy.

Key points from our Safeguarding and Child Protection Policy include:

- Recording equipment such as mobile phones or cameras must not be taken into areas where intimate care is carried out
- All staff are suitably checked (DBS) and safer recruitment processes have been adhered to

- All staff are aware of the record keeping and communication requirements for changing and/or toileting children
- Staff adhere to Health and Safety procedures for dealing with spillages and bodily fluids
- If a staff member has concerns about a colleague's intimate care practice they must report this following the settings whistleblowing policy.
- 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 procedures.
- If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to DSL.
- 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.

### Monitoring Arrangements

This policy will be reviewed by the Headteacher on a bi-annual basis. At every review, the policy will be approved by the local governing body.

### Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions
- Complaints procedures

## Appendix 1 - Parental Consent Form



### INTIMATE CARE PARENTAL AGREEMENT FORM

I agree to support the Intimate Care provided by Hatchlands Primary School as detailed in my child's Intimate Care Plan.

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"/>

Signature of Parent/Carer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of School Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_





## Appendix 2 - Intimate Care Plan



### INTIMATE CARE PLAN

Child's Name	DOB	Date agreed
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	Details
Type of intimate care needed	
How often care will be given?	
Where will care take place?	
What resources and equipment will be used, and who will provide them?	
How will procedures differ if taking place on a trip or outing?	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	

Signed

Parent:	Date:	Review date:
Staff Member:	Date:	Review date:



### Appendix 3 - Record of Intimate Care



#### RECORD OF INTIMATE CARE

Child's Name:

Date	Time	Procedure	Staff signature	Comments

