



St Andrew's C. E. Primary School
Grafton Street, Kettering, Northants NN16 9DF

**LEARNING AND
 FLOURISHING
 TOGETHER**



"Love your neighbour as yourself"



St Andrew's C of E Primary and Nursery School
Intimate Care Policy

Date of policy: September 2022

Date of Review: September 2023

St Andrew's C of E Primary and Nursery School is committed to ensuring that all staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended in a way that causes distress, embarrassment or pain.

What is intimate care?

Intimate care can be defined as any care which involves washing, touching or carrying out an agreed procedure to intimate personal areas in order to care for another person. Examples include continence and menstrual management as well as washing, toileting or dressing.

It also includes supervision of children and young people involved in intimate self-care.

Our approach to best practice

The management of all children with intimate care needs will be carefully planned and should be a positive experience for all involved. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide this care are trained to do so (including Safeguarding and Child Protection and Moving and Handling Training) and are fully aware of the best practice. Children will be supported to achieve the highest level of independence possible given their age and abilities. Staff will ensure each child does as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up as appropriate and shared and agreed by the child and their parents/ carers.



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Each child's right to privacy will be respected. Careful consideration will be given to each situation to determine how many staff need to be present when the child is being cared for. Where possible one child will be catered for by one adult unless there is sound reason for having more adults present. In this case, the reasons should be clearly documented and reassessed regularly. Wherever reasonable and practical staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence, for example female staff supporting boys when there is no male staff. 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.

What happens if a child is admitted to school who is incontinent?

St Andrew's C of E Primary and Nursery School acknowledges that this is a developmental or medical problem and will work with parents to establish a mutually acceptable care and changing plan which is likely to cover the following points:

Parents

- Agreement with parents to ensure that the child is changed or has attempted to go to the toilet at the latest possible time before being brought to school.
- Providing spare nappies and/or underwear and a change of clothing.
- Agreeing the procedures that will be followed when the child is changed at school including the application of any cream.
- Inform the school should the child have any rash / mark.
- Agreeing to review arrangements should this be necessary.

School

- Agreeing to change or support the child during a single session should the child soil themselves or become uncomfortably wet.
- Agreeing how often the child would be changed or supported throughout the day.



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- Will report to parents should the child be distressed, or if any marks / rashes are seen.
- Will review the arrangements when necessary.

Hygiene procedures to follow for changing a soiled nappy or underwear

- Staff to wear disposable gloves and aprons when dealing with the incident.
- Soiled nappies to be double wrapped and disposed of appropriately.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels available for drying hands.

For children requiring support:

- The Learning Support Assistant will inform the teacher discretely that they are going to change a child.
- The Learning Support Assistant will explain to the child what they are going to do to help clean them up.
- The adult will take the child to the relevant toilet area, ensuring dignity and privacy are respected.
- The child will normally be asked to stay standing.
- Adult should wear disposable gloves and apron.
- Only essential garments should be lowered or removed.
- Remove soiled pad/nappy/underwear.
- When washing or wiping, always do this front to back to prevent infection.
- Ensure skin is dry using paper towels (child should be encouraged to help if able to do so).
- Replace pad/nappy/underwear (child should be encouraged to help if able to do so).
- Encourage child to wash and dry hands.
- Tidy and clean changing area disposing of soiled items appropriately.
- Wash own hands.



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What to do if the child becomes distressed during the changing process

- Talk the child through each step and reassure them that they will feel much better when they are clean.
- If the distress is such that it is difficult to continue then stop the changing process.
- If this results in a hygiene issue then parents should be contacted to explain the situation and an agreed course of action established.
- In any event a record must be made of distress, whether or not the changing was completed and parents informed as soon as possible.
- If there is any concern regarding child protection issues these should be dealt with in accordance with school policy.