



Saint Thomas More Catholic Primary School

Intimate Care Policy

Consulted with staff	May 2020
Agreed by governor committee	Not applicable
Ratified by full governing body	June 2020
Date for review	June 2022
Signature of Chair of Governors	
Signature of Headteacher	

St Thomas More Catholic Primary School

Intimate care

Jesus Christ said 'Let the children come to me, do not hinder them' (Matthew 19:14). As a Catholic school it is our mission to educate pupils in such a way that no matter what their abilities or background they may reach their full potential as human beings. We thus seek to overcome any hindrance that might prevent any pupil accessing the fullness of the curriculum, opportunities and activities we offer.

Saint Thomas More Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.

1 Introduction

Intimate care is any issue which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure (e.g. the management of catheters.)

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

At Saint Thomas More Catholic Primary School we understand that children are at different development stages, we work in partnership with parents to support children towards independent toilet training. As a school, we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support of adults.

As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and Saint Thomas More Catholic Primary School should be easily understood and recorded. These arrangements should be regularly reviewed and the children should be consulted as part of the process.

Saint Thomas More Catholic Primary School is committed to ensuring that all staff members responsible for the intimate care of children will undertake their duties in a professional manner at all times. Saint Thomas More Catholic Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, humiliation or pain.

2 Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. Where a child requires intimate care on an ad hoc basis (for example following a toileting accident), the intimate care needs will be sensitively responded to. 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 intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

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 or menstruation.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they can. This may mean, for example, giving the child responsibility for washing themselves.

3 Children with intimate care plans

Individual intimate care plans will be drawn up for individual children with specific intimate care needs as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many staff might need to be present when a child is toileted. Where possible, one child will be catered for by two adults unless there is a sound reason for having fewer adults present. If this is the case, the reasons should be clearly documented.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's 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.

4 The Protection of Children

This policy works alongside and in conjunction with the Child Protection and Safeguarding Policy, Allegations Against a Member of Staff Policy and the Whistleblowing Policy.

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in presentation it will be immediately reported to the appropriate manager **in accordance with the Child Protection and Safeguarding Policy**.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. **Prompt communication with** parents/carers will take place as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue is resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see the Policy for Allegations against Staff.)

5 Menstruation

Girls in upper KS2 receive information about personal hygiene regarding periods and clinical containers are provided. A Learning Mentor has responsibility for ensuring pads are available should girls **require them**.

6 Children wearing nappies

Child Protection need not present an issue for pupils enrolling who are still wearing nappies. It is good practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign, outlining who will be responsible within the school for changing the child and when and where this is to be carried out. (See appendix 1) This agreement allows the school and parent to be aware of all the issues surrounding this task from the outset. Staff at Saint Thomas More School will work with parents/carers when developing a child's nappy changing routine. Where parents/carers are present, e.g. during the settling in period, they will be asked to change their child's nappy. If a child is unduly distressed about having their nappy changed, parents/carers will be contacted to discuss the matter and a plan will be put into place.

Any significant observations made during a nappy changing procedure will be noted and parents/carers informed at the end of the session (i.e. badly soiled nappy/strong urine etc).

6.1 Changing procedures followed by staff:

- **During the Covid-19 pandemic, a member of staff from the 'bubble' will be supported by a member of staff from outside the bubble to safeguard the bubble**

member of staff. The additional staff member will remain socially distanced and observe hygiene protocols of hand washing etc following the intimate care before returning to their role.

- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required. (NB – where cream is used, the child should have their own named cream and written permission obtained from the parent).
- Approach the child and say or sign that it is time for a nappy change. Sometimes the child will tell you when their nappy needs changing.
- Put on a pair of disposal gloves and a disposal apron (NB – staff must put on a fresh pair of gloves and fresh apron for every child that has had a nappy changed).
During Covid-19 Pandemic: Staff must also use the provided PPE and ensure it is correctly put on and removed.
- Support the child on to the nappy changing unit using the steps.
- Remove the child's clothing to access the nappy. Try to encourage the child to help as much as possible.
- Children have a change of their own clothing in school to be used in the event of a toilet accident.
- The staff member will then remove the child's nappy and clean the area, always from front to back using wipes and cream provided by parents/carers. The staff member must ensure the child is clean and comfortable by putting on a clean nappy and if required, a clean set of clothes.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- All nappies whether wet or soiled should be placed into nappy bags provided by the parents/carers and disposed of in the bin provided.
- Clean the nappy changing mat, surrounding area and underneath the mat with antibacterial spray before leaving to dry.
- The staff member must then place the used gloves and used apron **and any other PPE** in the **lidded** bin provided and wash their hands with liquid antibacterial soap and running water **for at least 20 seconds** and dry them on a disposable paper towel.

Toilet Trained/Training - If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability, to use the toilet, ensuring that they are comfortable, clean and dry and have washed their hands afterwards.

6.2 Parental Responsibilities

At Saint Thomas More Catholic Primary School we work in partnership with parents/carers and ask them to assist us by ensuring they have given consent granting permission for their child's nappy to be changed (Appendix 1). Parents/carers must provide nappies, nappy sacks, wipes, plenty of spare clothes and sundries that will be used and applied as necessary. It is the responsibility of parents/carers at the end of each session, when your child's bag comes home, to ensure their child has plenty of nappy changing provisions (nappies, nappy sacks, and nappy rash cream) and several complete changes of clothing, in preparation for their next session.

Nappy changing facilities for babies/toddlers are available in the main Reception visitors' toilet.

Parents/carers understand that they will be asked to collect their child from Saint Thomas More Primary School and Saint Thomas More Nursery if their child shows symptoms of illness or indications of ill health.

7 Changing children's clothes

At Saint Thomas More Catholic Primary School we value children's privacy and are aware of the Child Protection issues surrounding the changing of children's clothes outside the home environment. We are happy to change children's clothes if they have an occasional accident at school. We have items of clothing available for us to do this. In the event of any child requiring a change of clothes due to sickness or toileting accidents, it is the agreed policy of the school to act immediately to address the child's discomfort and distress. Reassuring words, understanding and sympathy will be administered immediately, and members of staff will be called upon to assist.

When children wet or soil themselves staff are supportive and understanding. The child will be accompanied by a member of staff to the relevant toilets. The disability toilet may be used as space for the child to change. The utmost discretion will be exercised. Where possible children should be encouraged to undress/dress themselves.

Where a child is so young or is unable to change independently, a further member of staff will be called to assist in line with the procedure for changing nappies. Children's soiled clothes will be bagged up and handed to parents informing them that their child has been changed.

8 Changing Facilities

At Saint Thomas More Catholic Primary School, there are areas which are designed to cater for intimate care procedures. (Disabled toilets opposite the hall and Nursery and adjacent to the Y1 classrooms). A hygiene room is available in Early Years.

9 Health and Safety

Health and Safety advice for schools can be found in the Health and Safety Handbook.

Appendix 1

Nappy Changing and Clothes Changing Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents/carers and the school with regard to intimate care. Intimate care is any care which involves washing, touching or carrying out an invasive procedure which children are unable to do for themselves, arising from the child's stage of development. Intimate care may involve helping with drinking, eating, dressing, toileting or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene. Staff at Saint Thomas More Primary School and Saint Thomas More Nursery, providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and themselves. All staff are supported and trained so that they feel confident in their practice.

Name of Child _____

I give permission to Saint Thomas More Primary School and Saint Thomas More Nursery to provide appropriate intimate care to my child.

I understand that this will be carried out by a member of Saint Thomas More Primary school.

Signed _____ Parent/Carer

Date _____