

Intimate Care Policy

Reviewed: Oct 2022



Intimate Care Policy

Introduction

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances. This policy promotes good practise and safeguards children and staff. These apply to everyone involved with the intimate care of all children within Appleton Primary School.

Policy Statement

This policy is intended to ensure consistency across the school, safeguard pupils and protect staff. All the staff in school hold an Enhanced Disclosure and Barring Service (DBS) certificate. Any staff awaiting their disclosure is not to be left alone unsupervised with pupils until this is received. Staff also hold appropriate qualifications, references and skills. Students and volunteers will not provide intimate care for pupils.

Definition of intimate care

‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body’.

Intimate care tasks specifically identified as relevant include:

Dressing and undressing (underwear)
Helping someone use a toilet
Changing nappies
Cleaning/wiping/washing intimate parts of the body
Application of medical treatment, other than to arms, face and legs below the knee

Procedures – Nursery (F1)

In Nursery we recognise that children will have different levels of independence and development in toileting and self-care. Staff will ensure:

- Nappies are changed on the designated changing mat where there are facilities for staff to wash their hands and to dispose of nappy waste safely.
- All staff are responsible for changing nappies and toileting accidents.
- Parents/carers are asked to provide nappies, nappy sacks, wipes and any creams which they want to be used for their child.
- Gloves are put on before changing starts and the mat is prepared.
- The mat is cleaned with antibacterial wipes after each use.
- All staff are familiar with the hygiene procedures and toilet training is encouraged in accordance with the wishes and methods of the parent/carers.
- Nappies and pull ups are disposed of hygienically. All nappies and pull ups are bagged and put in the appropriate bin. Any soiled clothing is bagged and given back to the parents.
- If staff observe any unusual markings, discolorations or swelling, including the genital area, these will be reported immediately, following school policies and procedures.
- Staff recognise that nappy changing is relaxed and a time to promote independence in young children. They avoid pulling faces or making negative comments about nappy contents or the child.
- Children who wear nappies to have an intimate care plan.
- When a child without an intimate care plan needs to be aided to be cleaned or wiped in any intimate areas, the incident to be recorded with time and reason and staff name.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on the toilet at first.
- Children who are toilet trained can access the toilets whenever they have the need to and are encouraged to be as independent as possible.

- All children are reminded at regular times to go to the toilet.
- New children have a general 'induction' tour of the toilet to make them feel safe and comfortable.
- Children are encouraged to wash their hands after using the toilet and have soap and towels to hand.

Procedures – Reception (F2)

In Reception we have an expectation that children will know when they need to go to the toilet, know how to use the toilet independently and be reasonably effective at cleaning themselves after using the toilet. However, we recognise that children develop at different rates. Some children will be engaged in fully developing this aspect of their self care when they start school. Some children will not have had the practise that they need to use the facilities available. This could include culturally different expectations of self care. Some children may start wetting or soiling themselves after they start school during the settling in period. Most children will occasionally wet themselves by accident. Some children will come to school with ongoing specific physical or medical issues. Staff will:

- Remind children at regular times to go to the toilet, ie, before lunch, after snack time, before going outside.
- Encourage them to wash their hands after each visit to the toilet and have soap and towels to hand.
- Ensure children are not left in soiled or wet pants or clothes.
- Ensure new children have an 'induction' visit to the toilets to familiarise themselves with the environment, location of the soap, towels, etc.
- Be sensitive to the child's needs, ie, talk about what we are doing, be gentle and consider their feelings.
- When necessary, take the child to a toilet cubical or to the disabled toilet.
- Encourage the child to undress and dress themselves as much as possible, eg, removing clothing, wiping themselves, etc.
- Involve the child as far as possible in his or her own intimate care.
- Ensure other staff are aware of the task being undertaken.
- Record any physical support given on intimate care sheet.
- Ensure the parent is informed at the end of the day and return the soiled clothes to them in a plastic bag.
- Report immediately, following school policies and procedures, any unusual markings, discolorations or swelling, including the genital area.
- Record all details on CPOMS.

Procedures – Rest of the school

Occasionally older children will require some form of intimate care.

When this happens, the child will be taken to the disabled toilet.

All incidents of wetting or soiling will be recorded on CPOMS.