



**Oreston Community Academy**

**Intimate Care Policy**

**Date Reviewed by the Governing Body: Spring 2022**

**Next Review date: Spring 2025**



## Oreston Community Academy Intimate Care Policy

### Aims

- To ensure a whole school approach which ensures the needs of the children are paramount and their rights and privacy are respected.
- To recognise 'intimate care' includes attending to toilet accidents/medical conditions causing soiling/menstruation soiling/supervising toileting habits.
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure children feel safe and secure.
- To ensure children are respected and valued as individuals.
- To ensure intimate care procedures minimise any risks associated with intimate care. To adhere to the South West Child Protection Procedures.
- To ensure the procedures are non-discriminatory and that parents of children with disabilities are not asked to do more than their peers who do not have children with disabilities.
- To ensure that our curriculum supports children's understanding of self-care.

### Procedures

All staff carrying out intimate care of children in the school must be aware of and follow the procedures and advice outlined below:

- Any adult involved in intimate care should be a member of the school staff, not a student, trainee, volunteer or parent helper.
- Ensure they are aware of the Safeguarding Policy and procedures in place within the school.
- If concerned about a child's actions or comments whilst carrying out intimate care, staff should record this on CPOMs and discuss with the school's designated person for child protection (Hannah Howarth or Susanne Parker).
- Children who need changing during lesson time or lunch and break times due to a toileting accident and/or the child is still using nappies, he/she should be changed in the nearest appropriate toilet or the disabled toilet to allow for privacy and/or supervision.
- Children still learning to use the toilet should have all necessary materials (e.g. nappies, wipes, change of clothing etc.) provided, after discussion about appropriateness/need, by the parents. Wherever possible, children will be encouraged to stand for cleaning and changing. A changing mat, however, is kept in the nursery toilets for use as required.
- Two members of staff are needed to change a child - one to do the changing and one to ensure the safeguarding of both the child and the adult, within the same area.
- All staff should consider the dignity of the child and allow them to make a decision on how they are assisted. Ask the following if relevant:
  - **Would you like some help? Would you like me to help you? Would you like me to come with you and wait outside the door in case you need help?**

If the staff suspect soiling and it is denied by the child, the matter should be referred to the child's parents for advice via a phone-call.

- Forcing the child to prove otherwise' is unnecessary. However, so is allowing children to sit in soiled clothes. If needed, an executive decision by the Headteacher will be made to send the child home or request the parent collects the child to deal with it themselves.
- A child's refusal to allow themselves to be changed will result in an immediate telephone call to inform parents. Parents can choose to visit the school to change the child or take them home to change and then return to school.
- Ensure another member of staff, preferably the class teacher if during lesson time, knows that you are withdrawing the child and why.
- Speak to the child by name and explain what is happening. Ensure privacy appropriate to the child's age and situation.

- For younger children who can change themselves, wait outside the door and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult. Professional judgement should be used.
- Be aware and responsive to the children's reactions if assisting with intimate care.
- Ensure any religious and cultural values are taken into account.
- Ensure spare clothing is readily available e.g. Nursery and Foundation toilets
- If washing is required, use a disposable cloth. Encourage children to wash any intimate parts of the body themselves with wipes (held in Nursery and Foundation toilets).
- Any injuries needing intimate care should be dealt with sensitively. The Headteacher or SLT should be called in such circumstances and parents will be requested as appropriate.
- Gloves should be used in assisting in any form of intimate care (kept with wipes).
- Dispose of any used items appropriately (nappy bin kept in Nursery toilets).
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the classroom and/or inform the office for cleaning support.
- If a child has a need for support or reassurance after the incident, an appropriate space should be used.
- Record all incidents on the intimate care form (saved Teams/ Staffroom files / intimate care) and ensure parents are informed via a text message home. Recording of regular occurrences should be kept electronically and not accessible to children.
- Confidentiality should be maintained at all times between child, school and parent/carer.
- Staff with concerns over any aspect of intimate care should discuss these with the Headteacher or a member of SLT.

### **Regular Occurrences**

- If the child has an ongoing problem that requires intimate care prevention, the School Nursing team, alongside the Headteacher and SLT should be informed so arrangements can be made with the parent/carer for long term resolution of the difficulties.
- Children with special medical needs (who may need daily support) and children in Nursery who are in the process of learning how to use the toilet will have a separate record where the date and time is noted and the signature of the staff members is kept on record.

### **Parents and Carers**

- If the child has been assisted with intimate care, parents will be informed via a standard Intimate care or toileting assistance text message.
- Parents will be able to view the policy at any time.

**Policy Author:** Lindsay Greenway

**Date Reviewed:** Spring term 2022

**Review Date:** Spring 2025 (unless required sooner).



## Permission form for the Provision of Care

Dear Parents and Carers,

Oreston Community Academy has an Intimate Care Policy, detailing policies and procedures for managing intimate changing and cleaning of children, which is available from the school office or on the website.

If a child wets or soils themselves whilst they are at school, it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Staff are experienced in carrying out this task if you wish them to do so. Or if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Please fill out the permission slip below stating your preference for your child.

Yours sincerely,

Esther Best  
Headteacher

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Name of Child:

Class:

I give consent for my child to be changed and cleaned by school staff if they wet/soil themselves and if they are unable change themselves independently whilst in the care of Oreston Community Academy.

I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be changed and cleaned. I understand that in the event I (or the emergency contact) cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

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

Name of Parent / Carer: \_\_\_\_\_