



# Intimate Care Policy

**Date written:** February 2022  
**Date for review:** February 2025

**Signature**.....(Chair of Governors)

**Ratified:** 28<sup>th</sup> January 2022

## **Policy statement**

All children at Sutton Park Primary RSA Academy (including Little Sparks Nursery) have the right to be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of curriculum.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that staff do not work outside the remit of their responsibilities set out in this policy.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be read in conjunction with the school's policies as below;

- Safeguarding Policy
- Staff Code of Conduct and Guidance on Safer Working Practice
- 'Whistle-blowing' and Allegations Management Policies
- Health and Safety Policy
- Special Educational Needs Policy
- Policy for the Administration of Medicines

This policy supports the safeguarding and welfare requirements of the Early Years Foundation Stage and the Disability Discrimination Act 2005. Sutton Park Primary RSA Academy will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission.
- No child will be sent home, or have to wait for their parents/carers, due to incontinence unless the child is deemed as ill.
- Adjustments will be made for any child who has delayed continence.

## **Intimate Care Tasks**

This covers any tasks that involve dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies/pull-ups or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

## **Partnerships with Parents/Carers**

Staff at Sutton Park Primary RSA Academy work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required.
- Number of staff needed to carry out the task (if more than one person is required the reason will be documented).
- Additional equipment required.
- Child's preferred means of communication e.g. visual/verbal.
- Agree terminology for parts of the body and bodily fluids.
- Child's level of ability i.e. what tasks they are able to do by themselves.
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care.
- Be regularly monitored and reviewed in accordance with the child's development.

Parents/carers are asked to supply the following:

- Spare nappies/pull-ups
- Wipes and nappy bags
- Spare clothes
- Spare underwear
- A changing mat

School will supply:

- Personal Protective Equipment(PPE), including gloves
- Bin and liners to dispose of waste.

### **Best Practice**

When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working at Sutton Park Primary RSA Academy must have a DBS check. Particular staff members will be responsible for giving intimate care for a child with known needs and will record their work with that child.

### **Safeguarding**

Staff are trained on the signs and symptoms of child abuse. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, a senior leadership team member (or Nursery Manager / SENDCo) will look into the situation and discuss with parents/carers the best way to resolve the problem. If necessary outside agencies may be contacted for support but permission must be granted first from parents/carers about a specifically named child.

The normal process of changing a nappy/pull-up or supporting toileting should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process. However, in some instances it may be appropriate for two members of staff to change/support a child, i.e. if a child gets very distressed or has made an allegation previously.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Executive Principal or Head of School (or to the Chair of Governors if the concern is about the Executive Principal) who will consult the Local Authority Designated Officer in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Executive Principal or Head of School or

to the Chair of Governors, in accordance with the child protection procedures and Whistleblowing policy.

The school's safeguarding and child protection procedures will be adhered to.

### **Dealing with Bodily Fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely using the designated equipment and sanitary bins. When dealing with bodily fluids, staff will wear personal protective equipment and wash themselves thoroughly afterwards. Soiled clothing will be bagged securely to go home and staff will not rinse or wash it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

### **Working with Children of the Opposite Sex**

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female staff to male staff means that assistance will almost exclusively be given by a female. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- When intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place;
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;
- Report any concerns to the Designated Safeguarding Lead and make a written record on CPOMS.

If a situation arises whereby the school admits an older male child where intimate care is needed and it is not appropriate for a female member of staff to provide care, the situation will be reviewed on a case by case basis.