



SAINT JOHN'S

# Intimate Care Policy

|                            |                 |
|----------------------------|-----------------|
| Designated Member of Staff | Inclusion Lead  |
| Date of Issue              | Autumn 2020     |
| Frequency of Review        | Every two years |

| Issue Number | Issue Date    | Summary of Changes                     |
|--------------|---------------|--|
| 1            | December 2021 | Review and re-formatting of the policy |
| 2            | May 2023      | Review of policy                       |
| 3            | August 2024   | Review of policy                       |
|              |               |  |
|              |               |  |

## **Introduction**

Saint John's CE Primary School aims to be a place "where we all flourish" and, as such, is committed to providing personal care that has been recognised as an assessed need and indicated in a care plan, in ways that:

- Maintain the dignity of the individual.
- Are sensitive to their individual needs and preferences.
- Maximise safety and comfort.
- Protect against intrusion and abuse.
- Respect the pupil's right to give or withdraw their consent or for their parent/carer to do so as deemed appropriate
- Encourage the individual to care for themselves as much as they are able.

## **Aim**

All children have the right to be safe, to be treated with courtesy and respect and to access all aspects of the educational curriculum. Saint John's Primary School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents/carers in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved

## **Pupils Needs**

The staff at Saint John's build effective relationships with parent and carers. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents and carers to ensure each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within the school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to co-operate with a member of staff.

## **Care Plans**

Where a child has a particular need e.g. wearing nappies or pull-ups regularly or has continence difficulties that are more frequent than the odd 'accident' staff will work with parents/carers (and Health visitors/school nurse, if appropriate) to set out a care plan to ensure the child is able to attend school daily. The written care plan will include:

- Who will change the child, including back up arrangements in case of staff absence
- Where changing will take place
- What resources and equipment will be used e.g. cleansing agents and clarification of who is responsible (parent or school) for the provision of resources and equipment
- How the product, if used, will be disposed of
- or how wet and soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place

- What the member of staff will do if child is unduly distressed by the experience
- What the staff member will do if they notice any marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

### **Care Plan Agreements**

In these circumstances, it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has and the expectations each has for the other (Appendix B)

#### **The Parent/Carer**

- Agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing the school with spare nappies/pull ups/wipes and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school – including the use of any cleanser or wipes
- Agreeing to review arrangements should this be necessary

#### **The School**

- Agreeing how often the child should be changed throughout the school day
- Agreeing to monitor the number of times the child is changed
- Agreeing to report if the child is distressed, or if marks are seen
- Agreeing to review arrangements should this be necessary

Such an agreement should help parents feel confident that the school is taking an holistic view of the child's needs. In circumstances where appropriate health care professionals e.g. school nurse, health visitor, advisory teaching service will be closely involved in forward planning.

### **Personal Care Procedures**

The staff at Saint John's will follow the agreed procedures (Appendix C) when attending to the care of any pupil with continence needs in the setting with a care plan.

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (Appendix D) to protect both the child and the member of staff.

### **Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns. All members of staff carry an enhanced DBS. Where ever possible the same member of staff will change the named children. The care plan will outline contingency measures in the event that the named member of staff is not available.

### **Monitoring and Review**

The SENCo/Inclusion Lead will be responsible for monitoring that agreed procedures are being followed and are meeting the needs of the children and families.

Any concerns that staff have regarding child protection issues will follow the schools safeguarding procedures.

This policy should be read in conjunction with other school policies, particularly Safeguarding Children, SEND and Health and Safety. Also with government document Keeping Children Safe in Education 2024.



## APPENDIX A

### Saint John's CE Primary School

#### Intimate Care Plan

|  |  |
|--|--|
| Name of child:   |  |
| Name of person(s) to change the child:                           |  |
| Name of person(s) to change the child if main adult unavailable: |  |
| Where changing will take place:                                  |  |
| What resources and equipment will be used:                       |  |
| Who will provide the resources and equipment that will be used:  |  |
| Training requirements for staff:                                 |  |
| Disposal of product in:  |  |
| Infection control measures:                                      |  |
| Special arrangements for trips/ outings:                         |  |
| When will the plan be reviewed:                                  |  |
| Review comments:   |  |

If the child is unduly distressed, a member of staff will contact the parent/carer.

\*If the above named members of staff is not available then another person, familiar to the child will attend to the child's needs.

SENCO/ Inclusion Leader approval:

Date:

## APPENDIX B

### Saint John's Primary School

#### Intimate Care Plan Agreement

##### The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed: ..... (parent/carer)

##### The school:

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: ..... (school member of staff)

Name: ..... (school member of staff)

Date: .....

## **APPENDIX C**

### **Personal Care Procedures**

The staff at Saint John's Primary School will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D)
- Report any marks or rashes to parents and Head Teacher if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

## **APPENDIX D**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be double wrapped, or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health and Safety Executive's limit.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands