



ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL

INTIMATE CARE POLICY (including Intimate Care and Toileting Parental Consent Form and Intimate Care and Toileting Log)

Date of Approval	20/11/2024
Date of Next Review	November 2027
Review led by	Headteacher / SENCo
Approved by	Delegated to Headteacher by FGB
This Policy should be read in conjunction with the following documents	First Aid Policy Special Educational Needs Policy and Information Report Medicines Policy Child Protection Policy Safe Touch and Positive Handling Policy
Notes	



School Mission Statement

Our Mission statement demonstrates our commitment to inclusion at English Martyrs school:

To accept each individual as they are and to enable them to develop their full potential within a Christ-centred, worshipping community in a spirit of love, happiness and understanding

'A Learning Community in Christ'

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Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to do share this commitment. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child 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 training and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive one and requires 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 will always 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 / young people wherever possible. The following policy is a model based on best practice.

Aims of this policy

This policy sets out the procedures for dealing with toileting and personal / intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. The aim being to safeguard children, parents, staff and the school by providing a consistent approach within a framework which recognises the rights and responsibility of everyone involved.

Intimate Care Principles

The following are the fundamental principles upon which the policy is based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.

- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Definition of Intimate Care

Intimate care may be defined as any activity that involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs. This activity is required to meet the personal care needs of each individual child. Parents have responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Approach to Best Practice

English Martyrs Catholic Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Any child with intimate care needs 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 and dressing themselves. Individual intimate care plans will be drawn up for particular children as appropriate (see appendix 1) to suit the specific 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 carers might need to be present when a child is toileted. Where regular intimate care is required, the staff allocated to that class will where possible work on a rota basis to ensure over-familiarity in a relationship does not occur, yet regular staff are attending the pupil so they feel comfortable and cared for. It is best practice to have two staff members present during intimate care routines and where possible this will be provided by staff who are the same sex as the child. However, in our setting this is not always possible. 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 with the constraints of staffing.

The Protection of Children

English Martyrs Catholic Primary School's safeguarding and 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 staff member has any concerns about a child's physical presentation (bruises, marks etc.) they will immediately report concerns as per school procedures.

All adults carrying out intimate care or toileting tasks will be employees of the school and up to date enhanced DBS checks will be in place to ensure the safety of the children. Students on work placements, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents or carers will be consulted and outcomes recorded. Staffing schedules will need to be adhered to until the issue is resolved as the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a pupil or any other person makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection Policy / Procedures for details). This should be reported to the Head teacher (or to the Chair of Governors if the concern is about the Head teacher) who will consult the Local Authority Designated Officer in accordance with the school's Child Protection policy. 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 Head teacher or to the Chair of Governors, in accordance with the Child Protection procedures and 'whistle-blowing' policy.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan which must be signed by the parent / carer. The plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

Health and Safety Guidance

Staff should always wear disposable gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a specialist bin (with a liner) designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

If there are requests from the parents for use of medical creams / ointments, these should be prescribed by the GP and clearly labelled with the child's name. These should not be shared between other children and should be stored in a locked storage facility in line with English Martyrs Medicines Policy.

Special Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well-intention contact might be construed by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny. The expectation is that when staff make physical contact with children it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

Appendix 1: Intimate Care and Toileting Parental Consent Form

Name of child:			
Date of birth:			
Year group:			
Care required and how often during the day:			
Member(s) of staff who will carry out the tasks – all staff need to be fully aware of toileting / intimate care plan and school priorities			
Name:			
Signature:			
Where the tasks will be carried out and what equipment / resources will be required to safely carry out the procedures:			
Infection control and disposal procedures in place:			
Actions that will be taken if concerns arise:			
Parent's responsibility to provide:			

Any School / Home Agreement of care / management plan of communication (if required):

Other professionals involved in care / advisory role (school nurse, health visitor, etc.):

Additional Information:

I / We have read the Intimate Care / Toileting Policy provided by English Martyrs Catholic Primary School. I/We give permission for the named member(s) of staff to attend to the care needs of my / our child and are in agreement with the procedures proposed.

Name of Parent / Carer:

Signature:

Headteacher:

Signature:

Date:

Bodily Fluids: Model Risk Assessment

Risk Assessor Name: Enter Here

Date of Assessment: Enter Here

Risk Assessment Authorised by: Enter Here

Description of the activity being assessed:

Enter a thorough description of the activity being assessed. For example the location, the people involved, any equipment being used.

Contact with body fluids in first aid and other incidents.

Infected fluids in contact with skin, eyes, etc (e.g. needles, broken glass); infectious/communicable diseases; slips, trips and falls, cross contamination.

Identify the hazards (anything that could cause harm)	Who might be harmed and how?	What control measures are already in place?	What further action do you need to take?	Action completed by (name & date)
<p>Infected fluids in contact with skin, eyes, etc. (e.g. needles, broken glass)</p>	<p>Injury could occur to staff, pupils or visitors.</p>	<ul style="list-style-type: none"> • First aiders and those handling spillages or performing intimate care procedures to wear personal protective equipment as identified by risk assessment e.g. face mask, eye protection, disposable gloves, plastic aprons and cover open wounds with waterproof dressings. • Staff trained in de-escalation and restraint to identify triggers and prevent escalation of challenging behaviour e.g. biting spitting. • Where continuous biting is identified consider use of arm protection (guards). • Direct contact to be avoided where possible. • Immunisation from hepatitis B where a significant risk is identified. • Sharps bin clearly marked and provided where sharps may foreseeably arise. Located in a safe position away from pupils and members of the public. 		

		<ul style="list-style-type: none"> • Sanitary bins in all ladies toilets and waste contract in place for their safe removal. • Staff to cover open wounds with waterproof plasters during working day. 		
Cross contamination.	Injury could occur to staff, pupils or visitors.	<ul style="list-style-type: none"> • Procedures in place to report and clean any spillages. • Spills cleaned using disposable paper towels and specialist disposable products. • Instructions given on the safe disposal of waste and cleaning of non-disposable equipment. • Clinical waste disposed of via yellow bag specialist contractor collects from site. • Medicines and apparatus used in its administration (e.g. asthma inhaler/spacer) clearly labelled with patients name and where necessary single use. • Thorough cleaning regime in place • Disposable paper towels used. • Changing beds or mats covered with single use disposable paper 		

Infectious/communicable diseases	Injury could occur to staff, pupils or visitors.	<ul style="list-style-type: none"> • Public Health England advice on recommended exclusion times for various conditions is followed i.e. vomiting children must not return to school until 48 hours after last episode. • Instructions given to wash contaminated skin with soapy water and seek advice from the Public Health England • Ensure levels of site cleanliness are maintained to an acceptable standard. • Premise Officer/ Site Responsible Person to monitor standards of cleanliness and report deficiencies to contract cleaners or school to liaise directly with cleaners employed by them. • Deep clean is undertaken as necessary 		
Slips, trips and falls.	Injury could occur to staff, pupils or visitors.	<ul style="list-style-type: none"> • Slippery floor signage used when necessary. • Slips and fluids cleared up as soon as possible. • COSHH Risk Assessments to be carried out on any hazardous substances used to clear fluids etc. 		
Safeguarding	Injury could occur to staff, pupils or visitors.	<ul style="list-style-type: none"> • Intimate Care Policy in place • Intimate care procedures in place 		

		<ul style="list-style-type: none"> • Staff trained in safeguarding renewed annually. • Where identified intimate care is carried out with 2 staff members 		
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Risk assessment review date	Reviewed by	What changes were made	How was it communicated?