

# **Broadbent Fold Primary School and Nursery**



## **Intimate Care and Toileting Policy**

**September 2022**

In line with the Equalities Act (2010) we aim to ensure that any child, irrespective of protected characteristics (These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.) is treated fairly and with respect. The law states that the public sector equality duty includes a general duty to, "Foster good relations between people who share a protected characteristic and those who do not." This policy can be adapted to suit individual needs.

Broadbent Fold Primary School and Nursery takes the health and wellbeing of its Children very seriously. As described in the Supporting Children with Medical Conditions Policy, the school aims to support Children with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any child with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Children will always be treated with care, sensitivity and respect when intimate care is given, and no child will be left feeling embarrassed or as if they have created a problem.

For the purpose of this policy, **intimate care** is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed child

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of intimate care include support with dressing and undressing (underwear), changing medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Children may be unable to meet their own care needs for a variety of reasons and will require regular support.

## **Health and safety**

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a child with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Children with Medical Needs Policy.

Staff will wear disposable aprons and gloves while assisting a child in the toilet or while changing a medical bag, medical bags will be securely wrapped and disposed of appropriately.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

## **Staff and facilities**

Staff members who provide intimate care will be suitably trained, and will be made aware of what is considered good practice.

Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.

Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from a physiotherapist or occupational therapist.

The school has two extended disabled toilet facilities with a washbasin.

## **Toileting and the EYFS**

Curriculum guidance for the EYFS is clear that the role of the adult involves supporting a child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "manage their own basic hygiene and personal needs successfully, including dressing and undressing and going to the toilet independently".

## **Intimate Care in Key Stage 1 and Key Stage 2**

**Key Stage 1** – Parents of EYFS children will be informed of our toileting policy highlighting that we will change children for odd 'accidents' but not routinely as part of day to day personal care prior to starting school. The same will be applicable for KS1 children (Years 1 and 2).

**Key Stage 2** – Any child that soils or wets will not be changed by any member of staff. However, we will provide a private, safe space (KS2 toilets) where a child may change on their own. We will supply clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty or menstruation.

### **School responsibilities**

Arrangements will be made with a multi-agency to discuss the personal care needs of any child prior to attending our school.

Where possible, children who require intimate care will be involved in planning for their own healthcare needs wherever possible, with input from parents welcomed.

In liaison with the child and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any child with a health condition or disability.

Regular consultations will be arranged with all parents and children regarding toilet facilities.

The privacy and dignity of any child who requires intimate care will be respected at all times. A qualified member of staff will change the child, or assist them in changing themselves if they become wet, or soil themselves. Any child with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing.

Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a Record of Intimate Care Intervention, and they will be stored in the child's file.

The family's cultural practices will be taken into account for cases of intimate care. Where possible, only same-sex intimate care will be carried out.

Parents will be contacted if the child refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

### **Parental responsibilities**

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare medical bags, wet wipes and a change of clothing in case of accidents.

A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.

Parents will inform the school should their child have any marks or rashes.

## **Safeguarding**

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and Children involved.

Individual intimate care plans will be drawn up for children as appropriate to suit the 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 will have to be present when a child requires intimate care.

If any member of staff has concerns about physical changes to a child's presentation, such as marks or bruises, they will report the concerns to the DSL immediately.

Special consideration will be taken to ensure that bullying and teasing does not occur.

## **Swimming**

Children in Years 4 and 6 regularly participate in swimming lessons at Tameside Active Denton. Children are entitled to privacy when changing, however, some children may require supervision during changing.

Parental consent will be obtained before assisting any child in changing clothing before and after swimming lessons.

Details of any additional arrangements will be recorded in the child's individual intimate care plan.

## **Offsite visits**

Before offsite visits, including residential trips, the child's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

Staff will apply all the procedures described in this policy during residential and off-site visits.

Meetings with children away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the headteacher.

Consent from a parent will be obtained and recorded prior to any offsite visit.

## **Monitoring and review**

This policy is reviewed every two years by the headteacher and the DSL. All changes are communicated to relevant stakeholders. The scheduled review date for September 2024

**APPENDIX 1**

**RECORD OF INTIMATE CARE INTERVENTION**

Child's Name..... DOB.....

Name of Support Staff Involved.....

Date.....

Time.....

Procedure.....

Staff Signature.....

**APPENDIX 2**

**PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE**

I understand that;

- 1) I give permission to the school to provide appropriate intimate care support to my child  
e.g. changing soiled clothing, washing and toileting
  
- 2) I will advise the Head Teacher of any medical complaint my child may have which affects  
issues of intimate care

Name.....

Signature.....

Relationship to child.....

Date.....

Child's Surname.....

Child's Forename.....

Male/Female.....

Date of birth.....

Parent/Carers name.....

Address.....

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