



— A Learning Journey —

Manor Road, Middleton, Manchester, M24 1JZ

Tel 0161 643 6357

email: office@alkrington.rochdale.sch.uk Website: www.alkrington.rochdale.sch.uk

Head teacher: Mr. A. Nott

Intimate Care Policy

Introduction

Intimate care is any care which is associated with procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At Alkrington Primary School all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

Our approach to Best Practice

Where procedures may require specialist training, an Intimate Care Plan will be drawn up (see Appendix 3).

Staff members who are known to the child will take responsibility for changing children. Wherever possible, the staff member will ask the child for permission before offering assistance, in order to promote dignity and respect. We recognise that very young children, or those with additional needs, may not yet be able to

respond verbally or give explicit consent. In these cases, staff will explain what they are doing in a calm, reassuring manner, using simple language and cues appropriate to the child's level of understanding. Children will always be supported to achieve the highest possible level of autonomy and independence, given their age and ability. The best approach to intimate care is one that is respectful, gentle, and child-centred, ensuring that the child feels safe, comfortable, and valued throughout.

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 possible one child will be catered for by one adult unless there is a sound reason for having more adults present. It is the parent's responsibility to provide nappies and wipes.

Working with Parents

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (see Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. When any intimate care is carried out on a child, it will be recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal Intimate Care Plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where it is difficult for them to be cleaned to a comfortable state, parents would be contacted immediately so that the child could be taken home and cleaned.

The Protection of Children

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will follow our safeguarding procedures.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures)

Allegations of Abuse

Personnel working in intimate situations with children can feel particularly vulnerable. This policy should help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the person assisting them. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

Health and Safety

Guidelines for Changing Children

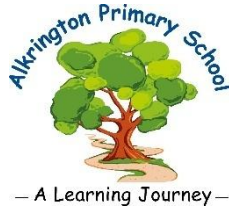
- If possible, children should be changed standing up or using a changing table to avoid staff lifting children.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and used only if supplied for that child (by their parents) they must not be shared.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag in the bin provided in the hygiene suite.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record. Every half term the class teacher will scan and email this record to AN, DH and CR to be filed securely on the Admin drive.

Policies

These guidelines should be read in conjunction with policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Medicines Policy
- Complaints Policy

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.



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Dear Parent/Carer

I am writing to you regarding occasions when your child may need support with intimate care routines. To ensure that all children's needs are met in a professional, respectful, and dignified manner, the school has developed an Intimate Care Policy and Guidelines.

This policy has been carefully designed with the primary aim of keeping children safe, while ensuring that staff provide appropriate care with sensitivity and consistency.

We kindly ask that you read the attached policy and guidelines and then sign and return the slip below to confirm that you have read the information and agree to the school carrying out intimate care when necessary.

Thank you for your support in helping us to maintain the highest standards of care and safeguarding for all children.

Yours sincerely

Mr. A Nott
Headteacher

.....
I have read a copy of the School's 'Intimate Care Policy.'

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Signed: _____

Name: _____

Name of child: _____

Date: _____

Appendix 3

INTIMATE CARE PLANS

Children attending our Rising 3s or Nursery are covered by the above policy. However, we recognise there may be children in older year groups that for various reasons will need to regularly receive intimate care. In order to provide appropriate support, these children will be supported by an Intimate Care Plan.

Individual Intimate Care Plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Working alongside the School Nurse, we will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care.