

# St Clement Danes Primary School



## Intimate Care Policy

# ST CLEMENT DANES CE PRIMARY SCHOOL

## INTIMATE CARE POLICY

### **Aim**

At St Clement Danes Primary School we aim to meet the needs of all our children and promote their welfare. We recognise that there are children with specific needs or on occasion children will have an accident. We assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care: reminding the children to go to the toilet, hygiene etc to develop their independence. As outlined in the foundation stage curriculum, we are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

On some occasions, owing to a special need, some children may come into the nursery still in nappies. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. Parents of young children are asked to supply a bag of clean clothes for their child in a drawstring bag to be hung on their child's peg. These are taken into the toilet facilities prior to changing. However a supply of spare clothing is available if necessary and parents are asked to return this as soon as possible.

If a child has needed help with meeting intimate care needs (had an accident). This is treated as confidential and shared with the parents in person at the end of the day.

### **Implementation**

- **Staff Training**

Staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). The designated employed adult is DBS checked (as are all school staff). They follow the school's safety procedure and where necessary a child's individual care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene. Staff are instructed to leave mobile telephones in staff lockers during the day, with the exception of use in the staff room or outside of the building during breaks.

- **Intimate Care/Personal Care Plan**

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis.

- **Practice**

The designated practitioner who provides the care (in most cases: the child's key person) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development.

The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.

The adult toilet area is used to attend to a child's needs as it contains a shower facility and every effort is made to ensure privacy and modesty.

Most procedures are carried out by just the designated person. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care.

If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.

- **Working with Parents**

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together.

- **Working with Outside Agencies**

We work closely with outside agencies and utilise their knowledge and expertise where necessary, the SENDCo, co-ordinates this approach.

### **Disposal of Nappies, Aprons and Gloves**

We have in place good hygiene practices when disposing waste to stop infection. We follow stringent nappy changing procedures to ensure the safe disposal of waste, see below.

Changing a nappy

- Disposable gloves are worn every time a child is changed.
- Whilst changing, children's skin is cleaned with disposable wipes/creams if needed.
- Nappies and 'pull ups', gloves and wipes are disposed of hygienically and safely by double bagging and placing in a special bin. This bin is emptied frequently.
- Parents are responsible for providing equipment required by their child.
- Parents are expected to be present during the day to support the nappy changing process where appropriate. Times and frequency are arranged individually with the care worker.

**Last Review Date:** June 2020

**Next Review Date:** June 2023

## GUIDANCE FOR INTIMATE CARE OF CHILDREN IN RELATION TO TOILETING

If a child wets or soils him/herself at the school these procedures are to be followed:

1. Tell an adult (subtly so as not to draw attention to or embarrass the child) in the EYFS that you are taking a child to the changing/toileting area.
2. Take the child to the designated changing/toileting area which is off the EYFS corridor.
3. When in the designated changing/toileting area leave the door open wide and position the child behind the shower curtain.
4. Where possible, encourage the child to take any soiled or wet clothing off independently.
5. Where possible, and if necessary, give the child a baby wipe to clean him/herself.
6. If the child is unable to undress or wipe them self, you must check with the class teacher or the SENDCo, that the school is permitted to carry out intimate cleaning of the child. The class teacher or SENDCo will know if we have parental consent for intimate hygiene.

If you are told that parents have agreed, explain to the child what is going to happen, e.g. 'We need to take off your wet trousers/pants/skirt and put on some clean clothes'. Then remove any soiled clothing and clean the child.

Always use plastic gloves when cleaning/changing a child.

7. Any dirty clothes should be put in a plastic bag. Any soiled pants are to be put in a nappy bag (inside the bigger plastic bag).
8. Any nappies or soiled tissues etc. should be put in the yellow bin in the designated changing/toileting area.
9. Always remember to ensure that the parents are informed of any intimate changing that happens in the school day. This should be done with sensitivity and, where possible, in privacy (e.g. by phone).
10. Always be mindful of the child's well-being and ensure that they are not unsettled or distressed during any aspect of intimate care.



**INTIMATE CARE POLICY  
PARENTAL AGREEMENT FORM**

I agree to support the Intimate Care Policy and practice of St Clement Danes CE Primary School.

<b>Signature of Parent / Carer:</b>	
<b>Print Name:</b>	
<b>Date:</b>	
<b>Signature of School Representative:</b>	
<b>Print Name:</b>	
<b>Position:</b>	
<b>Date:</b>	