



Happy in His  
loving care



## St Augustine Webster Catholic Voluntary Academy Intimate Care Policy

Date agreed by governors:	September 2024
To be reviewed:	2 years
Policy Holder	Head teacher

### Mission Statement

We consider ourselves a big happy family that is welcoming, caring and successful. Our school is a place where we show mutual respect, understanding and tolerance of all people in the world, and where we take responsibility for our actions. It is a place where self-belief and confidence are nurtured but, most of all, a place where we live out our virtues and keep Christ at the centre of everything we do.

We are Happy in His Loving Care.

### Aim

We work hard to meet the needs of all our children and promote their welfare. We recognise and 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.

### Intimate care and toileting in the Early Years

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, wash their hands 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.

On some occasions, children come to our school 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 where necessary. Parents/carers are asked to supply a bag of clean clothes for their child to be hung on their child's peg. These are taken into the toilet facilities prior to changing. However, a supply of named school spare clothing is available if necessary and parents are asked to return this, washed, as soon as possible.

If a child has needed help with meeting intimate care needs this is treated as confidential and shared with the parents/carers at the end of the day.

### 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). Support staff have received training for very specific intimate care procedures where relevant. They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

### Intimate 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. Pupils will also be involved as appropriate. Relevant health personnel are involved if needed. The Intimate Care Plan is reviewed regularly depending upon the development of the pupil or if there have been any changes in therapeutic or medical needs. It will be reviewed at least annually.

### Equipment

Appropriate equipment necessary for the Intimate Care Procedure will be identified and resourced by the LA/School/Health Agencies. It is expected that sufficient personal articles for example nappies/pads/wipes will be provided.

The designated practitioner who provides the care (in most cases the child's key person or TA) 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. It is recommended that one practitioner supports the pupil, with another member of staff nearby.

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

Relevant toilets are used depending on the age and needs of the child. Every effort is made to ensure privacy and modesty.

Consideration will be given to the pupil's intimate care needs when planning a school trip or a residential. Sometimes a child may have a condition or a particular need which does not arise during the course of a typical school day. It is therefore helpful for families and school to work together by sharing relevant information about a child's particular need. From discussions with parents/carers, school will identify the pupil's requirements and the facilities that are available. It will also consider what equipment/resources will need to be transferred or transported. This includes when staying away from home on residential visits.

If a child is unhappy or anxious about the care being provided, the issue will be addressed through discussion with parents and the child (as appropriate) 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 coordinates this approach.

### **Changing a nappy:**

Disposable gloves are worn every time a child is changed and hands are thoroughly washed afterwards.

Whilst changing, children's skin is cleaned with a disposable wipe/creams if needed.

Nappies and 'pull ups', gloves and wipes are dealt with hygienically and safely by double bagging and placing in the child's bag to be disposed of at home.

*This policy has been written in accordance with Health and Safety at Work Act 1974, the Disability Discrimination Act (amended 2005) and Disability Rights Commission – Code of Practice for Schools (DD Act 1995 as amended by the Special Educational Needs and Disability Act 2001) and Department of Health (2001) Good Practice in Continence Services. Children and Families Act 2014 The SEND Code of Practice 2014, The Early Years Foundation Stage 2021 and the Equality Act 2010.*

## Appendix A

### Saint Augustine Webster Catholic Voluntary Academy

#### Intimate Care Plan

Name of pupil	
Date of birth	
Address	
Name of parent/carer/guardian	
Contact number	
Date written	
Pupil's condition	
Where the intimate care procedure will take place	
How the pupil will travel there e.g. walk, wheelchair – self-propel/adult oversight	
What equipment is required and where located	
Description of transfer method	
Adjustment of clothing	
Method of cleansing including washing hands.	
Appropriate language e.g. names for body parts and functions	
Number of staff (no less than two)	
Pupil participation i.e. what can they do	
Disposal	
Next target towards independence.	
Signature of parent/carer/guardian	Signature/s of staff involved with procedure/s

Pupils Name.....

Date commenced.....

[illegible]

