



Streetsbrook Infant & Early Years Academy



Intimate Care Policy

Streetsbrook Infant & Early Years Academy

'Learning for Life'

At Streetsbrook, we strive to provide an equal chance for all to become caring responsible citizens who lead happy and fulfilled lives, and are equipped with the skills and abilities to shape the world they live in.

Our values are:

Desire to Learn

To enjoy the lifelong process and challenge of learning; alone and with others.

Love and Respect

To have respect for ourselves, others and the environment, recognising and celebrating individual lifestyles, cultures and faiths.

Happiness

Developing successful relationships where individuals can build and follow their dreams.

Confidence

Having the self-belief to embrace and follow your own choices.

Being a Good Citizen

Making a positive contribution to communities on a local and global scale.

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NB. The contents of this Policy have been adopted from a Model Policy produced by The School Bus.

STATEMENT OF INTENT

Streetsbrook Infant and Early Years Academy takes the health and wellbeing of its children very seriously. As described in the Supporting Pupils 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 pupil will be left feeling embarrassed or as if they have created a problem.

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2022) 'Keeping children safe in education'.

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medication Policy

DEFINITIONS

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 incontinence pads, nappies or medical bags such as colostomy bags, 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 Pupils with Medical Conditions Policy.

Staff will wear disposable aprons and gloves while assisting a child in the toilet or while changing a nappy, incontinence pad or medical bag. When changing a nappy, all staff ensure that they clean from front to back to avoid any cross contamination/infection. Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.

Where one child requires intimate care or toileting support, nappies, incontinence pads and medical bags are disposed of in an ordinary bin, as per health and safety guidelines. Where more than one child requires intimate care, nappies, incontinence pads and medical bags are disposed of in a clinical waste (yellow) bin and this is emptied daily into the bins outside; this is collected on a fortnightly basis by a clinical waste management company.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands and 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. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Adapted toilet seat or commode seat
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

The school has extended disabled toilet facilities with a washbasin. There are shower facilities within the Nursery setting and staff can also utilise the facilities within the First Aid Room, located next to the school office, which also has wash facilities.

Mobile children will be changed while standing up. Children who are not mobile will be changed on a changing mat on the floor. Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental or medical needs.

SCHOOL RESPONSIBILITIES

Arrangements will be made with a multi-agency to discuss the personal care needs of any child prior to them attending the 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 consultation with the child and parents, an individual intimate care plan may 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, nappies, pads, etc., as provided by the parents. In the cases where a child has not been sent in with an appropriate change of clothes, items from the school may be provided. Members of staff will react to accidents in a calm and sympathetic manner.

Discussions between parents and school staff will take place around how often the child should be routinely changed if the child is in school for a full day, and the child will usually be changed by a designated member of staff. The family's cultural practices will always be taken into account for cases of intimate care.

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 nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

A copy of this policy will be made available upon the school website and parents can request a paper copy via the school office

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.

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 staff will need to be present when the child requires intimate care.

If any member of staff has concerns about physical changes to a pupil'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

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

OFFSITE VISITS

Before offsite visits, including residential trips, where a child has an individual intimate care plan, this 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.

TOILET TRAINING

Members of staff providing care will inform another member of staff prior to taking a child to be changed or to use the toilet. Where potties are used, they will be emptied immediately and cleaned with an anti-bacterial spray. The potty or toilet is checked to assess whether it is clean before use and toilet paper is well stocked.

Gloves and aprons will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.

All children in Streetsbrook Childcare will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing children and will not make negative facial expressions or negative comments. Children's efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where children are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

Children will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a child has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age. To build independence, children will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents are consulted on the approach to toilet training their child to ensure there is consistency with the approach at home. Children's progress is discussed at handover with parents. If any child is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the Headteacher and the child's parents.

MONITORING AND REVIEW

This policy is reviewed every two years by the Headteacher and Governing Body.

All changes are communicated to relevant stakeholders.

The scheduled review date for this policy is May 2025

This policy was ratified at the Curriculum & Standards meeting on 19 May 2023

Signed:  Chair

Signed:  Headteacher

