



## **Intimate Care Policy**

### **Introduction**

At St Martha's Catholic Primary School we understand that children are at different developmental stages and we work in partnership with parents to support them towards independent use of the toilet. As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is always carried out.

### **Aims**

- To ensure that children in our care are comfortable and happy at all times
- To ensure that intimate care is carried out properly by staff, in line with any agreed plans
- To safeguard the rights and promote the welfare of children
- To ensure all children have safe, hygienic and frequent nappy changes whilst attending the school
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure the inclusion of all

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

### **Working with Parents/Carers**

- We will work with parents when developing a child's nappy changing routine.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the day (i.e. items in soiled nappies/sore private areas.)
- Parents are asked to supply their own nappies and wipes in a bag with spare clothes. Also any nappy creams that may be needed.

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

#### Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately. Subject to their age and understanding, the preferences of the child will also be taken into account.

#### Nappy Creams

When a child has a sore bottom or nappy rash, parents are expected to provide staff with a cream that can be kept in school. Staff will label it and keep it with the child's nappies and wipes in their bag. Staff will let the parents know when cream has been applied. If cream has been prescribed by a doctor, we will ask parents to complete a medical consent form.

#### Protection for Staff

School staff will carry out nappy changing procedures. Protection for that person will be undertaken in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other staff that they are taking a child to the toilet to change. Nappy changing areas will allow for privacy but are not closed off which creates a culture of openness and ensures all adults follow safe working practices.
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the head teacher and the safeguarding lead and recorded on CPOMS.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded on CPOMS and discussed with the school's designated safeguarding lead (DSL) immediately.
- Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.
- No volunteers or student will be permitted to change a child's nappy or support a child with their intimate care.

#### Vulnerability to Abuse

As a school we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by a member of staff they have a close relationship with. Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen,

as appropriate to their level of development. This helps give children the important message that not just anyone can support them with their intimate care.

### **Parental Responsibilities**

At St Martha's Catholic Primary School we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- Parents must sign a consent form granting permission for their child's nappy to be changed.
- The school requires parents to supply nappies, wipes and creams that will be used and applied as necessary.

Policy Review: Lucy Child

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