Wincanton Primary School

Intimate Care Policy

2024-2026

December 2024

Proposed Date of Future Review December 2026

This policy and guidelines have been written in conjunction with all other school policies/documents. These guidelines should be read in conjunction with other policies/documents, for example:

School Documents

- WPS SEND Information Report- Full Parent Carer Report
- WPS SEND Information Report- Simplified Parent Carer Guide
- Accessibility Plan
- Supporting Pupils with Medical Conditions Policy
- Safeguarding Policy
- Equalities Policy
- Behaviour Policy
- Anti-bullying Policy
- Child Protection Policy
- Health & Safety Policy
- Staff Recruitment Policy
- Moving and Handling Policy

County Documents

- Somerset Local Offer
- Somerset Graduated Response Tool

Introduction

Here at Wincanton Primary School (WPS) we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. No child is excluded from our school that, for whatever reason, may not be toilet trained and we also work with parents/carers to support toilet training where necessary.

Aims

- To ensure that the school works in partnerships with parents to ensure that they fully understand the school's policies and procedures when dealing with intimate care.
- To ensure that the provision of intimate personal care fully meets the needs of the school's child protection policy.
- To ensure that the intimate care of children is done in a sympathetic manor and children are treated with respect and dignity.
- To consider every child's needs individually, taking full account of their age, special needs disability and gender ensuring everything will be done to avoid embarrassment

The Intimate Care Policy and Guidelines applies to everyone involved in the intimate care of children.

Rationale:

At WPS we are committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We recognise that there is a need to treat children with respect when engaged in any form of intimate care. The child's welfare and dignity are paramount at all times.

Definition

'Intimate care' is defined as any involvement that requires touching or the carrying out of invasive procedures to support the personal care needs of the child. Where possible children will carry out these tasks independently; however, for a small number of learners especially those with a physical/learning disability or those with medical needs intimate care support may be required on either a regular or intermittent basis in order to address need.

Principles of Intimate Care

The following are the fundamental principles upon which this policy and guidelines are based.

We believe that every child has the right to:

- Be kept safe
- Personal privacy.
- Be valued as an individual.
- Involvement in their own intimate care.
- Be treated with dignity and respect.
- Express their views on their own intimate care and to have their views considered.
- Privacy and a professional approach from all staff that meets their needs.
- Be accepted for who they are, without regard to age, gender, ability, race,

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Care may involve help with drinking, eating, dressing and toileting.

Responsibilities

The delivery of intimate care should be undertaken by staff who have been trained in Intimate Care practises and governed by their professional code of conduct. Staff must support the child in the achievement of the highest level of autonomy that is possible given their age and ability.

Where necessary individual care plans will be drawn up for individual children.

Senior leaders ensure that all staff undertaking the intimate care of children are familiar with and understand the 'Intimate Care' policy and guidelines.

The Intimate Care Policy will be highlighted as part of the Induction Process for all new members of staff.
If a staff member has concerns about a colleague's intimate care practice, they must report this to the 'Designated Safeguarding Lead.'

Whilst toileting, intimate care procedures may be carried out by one member of staff (2 where appropriate) changing areas should also be clear and visible to other members of staff. Staff will record within an intimate care log. (See appendix)

Facilities

All staff involved with intimate care should use the following facilities as appropriate

- adjustable changing beds
- protective clothing and disposable gloves
- labelled bins, waste bins for incineration
- supplies of suitable cleaning materials with COSHH certification.
- accessible toilet facilities in both buildings, where appropriate

Key Procedures

- Staff will encourage each child to do as much as they can for themselves e.g., giving the child responsibility for washing themselves.
- The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.
- The school's Child Protection procedures will be adhered to at all times.

Staff Guidelines

Adults should wear disposable rubber gloves and an apron. These should be put on before changing starts and the area is prepared. The changing mat/bed must be wiped with antibacterial spray before and after each use. Children should be encouraged to help during this time. For example, they may unfasten their shoes or lift up their legs when being cleaned. They should be encouraged to wash their hands, using the soap dispensers and dry them with the paper towels.

Child Protection

There is no legal requirement for two adults to be present and such a requirement might be impractical. The normal process of changing a child who has had an accident should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure abuse does not take place.

If there is a known risk of false allegations by a child, then a single practitioner should not undertake changing.

Personal and intimate care of children with special needs and/or disabilities will be undertaken with sensitivity, the need to protect staff and in accordance with the needs and wishes of the child and parent/carer wherever practicable.

Appendix

Wincanton Primary School Intimate Care Log:
Pupil's Full Name:
Names of staff trained:

Date	Time	Procedure	Signature	Comments

This may be adapted for individual pupils as required.