



Beech Green Primary School

Respect Achieve Belong

Intimate Care Policy 2024

Introduction

Beech Green Primary School is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

Beech Green Primary School respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

School responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where learners are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met (See appendix 1). The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Due to the age of the children in Reception, parents and carers sign to either give or deny permission for a member of staff to either support their child in cleaning themselves up or to clean their child (See appendix 2). If permission is given, a member of staff will clean the child in the privacy of the Reception toilets or the school medical room (whichever is more appropriate at the given time). Soiled items of clothing together with used wipes will be sent home in a double carrier bag. If parents/carers do not give permission, then should their child need changing, they will be contacted by school to come in to change their child themselves.

In years 1 to 6, only in an emergency staff would undertake intimate care that has not been agreed with the parents/carers. For isolated incidents, where a care plan has not been drawn up, staff would endeavour to contact parents to find out what course of action they would like to be taken. If contact cannot be made, the act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

School will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

Governors responsibilities

To ensure that sufficient staff are trained to meet the needs of their learners.

The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that school always has their emergency contact details.

Learner responsibilities

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Related documentation

When reading this policy please be aware of and refer to the following related documents:

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- Inclusion policy

Appendix 1
Individual Intimate Care Plan (IICP)

INTIMATE CARE PLAN PROFORMA		
Pupil name:	Class	Staff to provide support:
Area of need:		
Details of assistance needed and frequency of support:		
Location of toilet:		
Liaison with parents – agreed methods of communication:		
Staff training needs:		
Strategies to support independence (at school and/or home):		
Review date:		

Appendix 2

Permission to change letter to Parents/Carers



Dear Parents/Carers,

At school we are fully aware that as the children become engrossed in their work and play, the occasional toileting accident may occur. If this should happen, with your written permission on the attached form, we are able to help your child to clean themselves up. This will involve a member of staff cleaning your child in the privacy of the Reception toilets or the school medical room (whichever is more appropriate at the given time). If this does happen, then soiled items of clothing together with used wipes will be sent home to you in a double carrier bag. **If your child has an allergy to any baby wipes, then please send in a named packet of suitable wipes that your child can keep in his/her drawer.**

Please indicate on the attached form if you would prefer that you were informed of the situation so that you could come into school to clean your child yourself.

Please note that we are unable to help to clean your child until you have returned this form, so can we urge you to return this as a matter of urgency.

Please do not feel embarrassed if your child should need us to help in this way.

Thank you for your support.

The Reception Team

Child's name _____

Class _____ Date _____

Parent's name _____ Parent's signature _____

Please tick **one** of the following boxes

I would prefer that you contact me if my child needs changing, rather than a member of staff dealing with the situation. I agree to come to school and clean up/change my child myself, when contacted by school.

I would prefer that a member of the school staff change my child if needed. I will provide baby wipes to be kept in my child's drawer if my child has an allergy to any baby wipes.

Please let us know of any particular 'toileting needs' your child has (eg constipation etc.)
