



POULTON ST CHAD'S
CHURCH OF ENGLAND
PRIMARY SCHOOL

LOVE LEARNING. LOVE GOD. LOVE ONE ANOTHER.

Intimate Care Policy

Issue Number	Date	Author	Approver	Changes
1	October 2024	Nicole Bitsakaki	Resources Committee Jan 2025	Newly Written

"Let all that you do be done in love." (1 Corinthians 16:14)

Our Mission Statement

Poulton St Chad's Church of England Primary School aims to develop all its pupils to their full intellectual, spiritual and physical potential by creating an atmosphere based on Christian faith and values in the Anglican tradition.

Introduction

We will support children's care and welfare daily in line with their individual needs, to nurture them and provide a safe space. At times children may need to be cuddled, encouraged, held and offered physical reassurance. This may extend to requiring assistance for personal care. Intimate care may be defined as any activity required to meet the personal care needs of an individual child, this may include dressing or undressing as well as toileting, either due to developmental level or because of a disability or medical need. Intimate care also includes the supervision of a child involved in intimate self-care. We want to ensure children are safe, secure and protected from harm.

Aim

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

The Principles

At Poulton St Chad's we respect our pupils and encourage them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure they 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

When and where needed, children will be encouraged to independently take a part in their own self-care. A child who has wet/soiled themselves will be guided to the toilet area and asked to remove wet/soiled clothing and place it in a plastic bag. They will be given encouragement and guidance to clean themselves and put on clean underwear and clothes. Wherever possible verbal encouragement will be given to the child before intervening physically to clean or change a child. If at any point the child needs help, the adult accompanying the child will step in and give assistance.

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 any Intimate Care Plan (see Appendix A) that maybe in place, together with the reason for this. Any changes in the child's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy. A phone call will be made to the parent/carer each time intimate care is given.

If the child appears distressed or uncomfortable when personal care tasks are being carried out, the adult carrying out the intimate care will stop immediately. They will try to ascertain why the child is distressed and provide reassurance. The child's parent/carer will be contacted. If necessary, the Intimate Care Plan should be reviewed, with further advice taken from parents/carers or from health care professionals as required.

If a child has medical, physical or developmental needs which affect their ability to attend to their toileting needs without adult support, then an intimate care plan will be written. All children, except those with a specific, identified medical need will be expected to be toilet trained when they start school. If any child without these needs soils themselves more than three times, then the school will arrange a meeting with the parents to investigate any issues and consult with the school nurse for support and referral to the Incontinence Team.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks and training. Appropriate PPE will be provided for staff members.

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 child's wellbeing.

School will always try to support a child and their family as much as possible but there may be times we need to ask parents/carers to come into school to support their child, if school are unable to offer the full support needed. If the parent/carer or emergency contact can come within a few minutes, the child will be supervised by a member of staff and kept away from the other children to preserve their dignity until the parent arrives. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school will seek to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted, the headteacher will direct staff to act in the best interests of the child in the circumstances at the time.

If a child has a tummy upset and develops diarrhoea, then the best outcome for the child is for them to go home and have a shower or bath. Parents/carers will be contacted and asked to take the child home to ensure their comfort. School does not have the facilities to clean a child in these circumstances. Parents/carers are asked to follow the sickness absence policy.

Intimate Care Plans

An Intimate Care Plan (see Appendix A) is written for any child who requires any of the types of intimate care listed in the introduction above. The plan is written jointly by a member of staff from school, usually either the class teacher or SENDCo, with the child's parents or carers, and if necessary, with support from the School Health Practitioner, or another medical specialist involved in the child's care. The Intimate Care Plan is signed by all parties. The Intimate Care Plan is kept with the SEND records. Intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements.

The SENDCo will monitor the effectiveness of intimate care plans and will report back to the headteacher.

Governor's Responsibilities

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

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

Parent/carer Responsibilities

Parents/carers must ensure their child is toilet trained for starting school, unless a specific, identified medical need has been identified. Parents/carers must provide all relevant information to school, so that the needs of their child can be assessed and planned for during the Induction stage. 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 an Intimate Care Plan.

Parents/carers must make sure that school always has the required cleaning wipes, underwear and change of uniform to cater for the child's intimate care plan or toileting needs.

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

Pupil Responsibilities

To be as involved as possible in their intimate care and with their Health 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 Documents

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

- Safeguarding Policy

Policy written/reviewed and amended: Pending Review

Review: October 2027

Appendix A

Intimate Care Plan

Child's Name:		
Date plan written:		
Names of staff involved in delivering intimate care:		
Intimate Care Need:		
Specific Support Required:	Frequency of Support:	
Equipment required / location:		
Additional Information:		
Intimate Care Plan signed by all staff / professionals involved in writing or delivering the plan:		
Name	Role	Signature
Parent / Carer's Consent:		
<p><i>I give permission to school to provide appropriate intimate care support to my child as detailed above. I understand that the staff concerned have received the necessary training and have discussed the procedures with me. I will advise the headteacher or staff responsible of any medical condition or change in my child's needs which may have an effect on the provision of intimate care.</i></p>		
Name:		
Date:		
Relationship to Child:		
Contact Number:		
Contact Email:		
Signature:		
Intimate Care Plan review date:		
<i>(in 6 months time or sooner if required)</i>		

