

Green Lane Primary and Nursery School
Policy on: Intimate Care

Royal Borough of Kingston Upon Thames

Green Lane Primary and Nursery School



Intimate Care Policy

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Introduction

It is the policy of Green Lane Primary and Nursery School to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times, and treat children with sensitivity and respect.

Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

GLPNS has developed this policy in order

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

2. What is intimate care?

2.1. For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

2.2. Intimate care includes the following:

- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas

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- Dressing and undressing

3. Roles and responsibilities

- 3.1. The headteacher is responsible for ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.
- 3.2. The headteacher is responsible for ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent/carer and the child.
- 3.3. The headteacher is responsible for ensuring communication with parents/carers in order to establish effective partnerships when providing intimate care to children.
- 3.4. The headteacher is responsible for handling any complaints about the provision of intimate care in line with the school's Complaints Procedure.
- 3.5. All members of staff who provide intimate care are responsible for undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.
- 3.6. Parents/carers are responsible for liaising with the school to communicate their wishes in regards to the child's intimate care.
- 3.7. Parents/carers are responsible for providing their consent to the school's provision of their child's intimate care (if a child is wearing nappies)
- 3.8. Parents/carers are responsible for adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

4. Procedures for intimate care

- 4.1. Staff who provide intimate care will conduct intimate care procedures in addition to any designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.
- 4.2. Wherever possible the adult providing intimate care will be familiar to the child.
- 4.3. If a child is wearing underwear and has had an accident, depending on the age and need of the child, the adult will help the child to change and will clean them when necessary. Their parent/carer will be informed at the end of the day and a log will be made in the 'Changing Book'.
- 4.4. Each child using nappies will have a clearly labelled bag allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.
- 4.5. Before changing a child's nappy/underwear, members of staff will put on disposable gloves, and the changing area will be cleaned appropriately.

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- 4.6. The changing areas are warm and comfortable for the children and are private from others.
- 4.7. Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use.
- 4.8. The changing area has a **hot air dryer** and **paper towels** available for members of staff to dry their hands.
- 4.9. Any soiled clothing will be placed in a tied plastic bag on the child's peg and will be returned to parents/carers at the end of the school day.
- 4.10. Any used nappies will be placed in a tied plastic bag and disposed of in a nappy bin.
- 4.11. Any bodily fluids that transfer onto the changing area will be cleaned appropriately.
- 4.12. If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided once full written parental consent has been gained.
- 4.13. Older children and those who are able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- 4.14. Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

5. Parental engagement

- 5.1. The school will liaise closely with parents/carers to establish individual intimate care programmes for each child (who is wearing nappies) which will set out the following:
 - What care is required
 - Any additional equipment needed
 - The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
 - The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves
 - Any adjustments necessary in respect to cultural or religious views
 - The procedure for monitoring and reviewing the intimate care plan
- 5.2. The information concerning the child's intimate care plan will be stored securely in the Nursery classroom, and only the parents/carers and the designated member of staff responsible for carrying out the child's intimate care will have access to the information.

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- 5.3. If a child is wearing nappies the parents/carers of the child are required to sign the [Intimate Care Parental Consent Form](#) to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.
- 5.4. In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents/carers will be contacted by phone in order to gain consent.
- 5.5. Any changes that may need to be made to a child's intimate care plan will be discussed with the parents/carers to gain consent, and will then be recorded in the written intimate care plan.
- 5.6. Parents/carers will be asked to supply the following items for their child's individual bag:
 - **Spare nappies (if needed)**
 - **Wipes, nappy sacks, etc. (if needed)**
 - **Spare clothing**
 - **Spare underwear**

This policy is to be read alongside the Safeguarding Policy.

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Intimate Care Parental Consent Form

This form is to be completed by the **relevant person** and signed by parents/carers.

Name of child:		Date of birth:	
Name of class teacher:		Class:	

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child's intimate care programme.

Name of staff members:	
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Where will the intimate care be carried out?

What equipment/resources will be required?

What infection control procedures are in place?

What disposal procedures are in place?

What actions will be taken if any concerns arise?

What do parents/carers need to provide?

What are the reporting procedures for parents/carers?

I have read the Early Years Intimate Care Policy provided by **Green Lane Primary and Nursery School** and I agree to the intimate care plan outlined above:

Signature of parent/carer:		Date:	
School Signature:		Date:	