



Policy for Intimate care

Approved by	FGB
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Headteacher	

Signed...Steve Dunn....Role... CoG...
Ownership: FGB

Introduction

Stockbridge Primary & Pre-School is aware that some children 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 children and staff 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 children who need support with personal care, including toileting and continence management. It will also clarify for children and their families the support they can expect from school.

Principles

Stockbridge Primary & Pre-School respects our children 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 children 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. Usually, this will begin in pre-school where staff work with the family to transition children from nappies into toileting at a time that the family are ready to do this or, sooner if the child is requesting it. We recognise that, if the child is requesting it, this may not always be at an appropriate age or stage for the child but may happen too early if they are witnessing peers undergoing this stage. Should this be the case, we will work sensitively with the family to determine the right time and support needed.

We will keep up to date on intimate care policies and procedures through external organisations and best practice guidance. Bladder & Bowel UK and ERIC, the Children's Bowel and Bladder Charity (2019) are good examples of this.

In pre-school, children may have their nappy or pull up pants changed as part of the day to day care of all children in the setting. Staff will be aware of which children are undertaking the toilet training process and which need a little support but will, as part of our aims, encourage independence wherever possible. Staff involved in this element of a child's care will be known to the child and their family. The process for supporting children in this intimate care will be shared with the family at induction and again at the point at which a child begins this transition from nappy to toilet.

In pre-school, parents and carers will always be informed at collection if their child's nappy has been changed, when and anything of note or, if intimate care has had to be offered to support a child because of an accident or after toileting.

In school, where a child is not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met. The child will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals may also be consulted. The care plan will be reviewed at least annually or sooner if the child'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 child. 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.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This 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 child'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 child, using their usual communication method, to discuss their needs and preferences. Wherever possible the child's wishes and preferences will be taken into account.

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

School will work with the child 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 child's wellbeing.

Governor's responsibilities

To ensure that sufficient staff are trained to meet the needs of any child with a care plan – this will be undertaken by a member of the Health & Safety team.

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.

Child 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:

- Safeguarding policy
- Child protection policy
- Supporting children with medical needs policy
- First aid policy
- Health and safety policy
- Intimate care risk assessment
- Any health care plan relating to a child with intimate care needs.