
	WHISTON WILLIS PRIMARY ACADEMY	
	INTIMATE CARE PLAN/ POLICY	
Lead Responsibility	Vice Principal/DSL-J. Watkins EYFS Lead: L.Halsall	May 2023
Review date	May 2024	

MISSION STATEMENT

Our school is a safe, happy and inclusive place where everybody is valued, treated equally, respected and where difference is celebrated.

We believe that all members of our School community should reach their full potential academically, socially and emotionally.

We are committed to ensuring that every child is prepared for their future lives as responsible citizens with a strong moral purpose.

Learning is a lifelong journey and we strive for all children to enjoy learning; leading to independent, motivated 'Lifelong Learners' who are prepared to face the modern day wider world with enthusiasm.

This policy represents the agreed principles for intimate care throughout the school. This policy has been agreed by all staff and governors within the school and the agreement will follow the child throughout their time and need at Whiston Willis Primary Academy.

INTRODUCTION

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children

PRINCIPLES

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

DEFINITION

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing

- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Assisting a pupil requiring first aid
- Support and care for children who are not toilet trained when entering the Nursery
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

SUPPORTING DRESSING/UNDRESSING

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

PROVIDING COMFORT OR SUPPORT

Children may seek physical comfort from staff (particularly children in Nursery and Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and to be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

MEDICAL PROCEDURES (SEE ADMISSION OF MEDICINES POLICY)

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by a doctor/pharmacy
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Principal has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are responsible for making sure that everyone in school is safe. Medicines should be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

SOILING

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in Early Years may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix 1). If a child needs to continue this support into the next phase of their education then additional support will be sought from the Health Team/Incontinence Team. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot

attend, the school seeks 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 Principal/Vice Principal will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child. When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

- Children with medical or complex needs will have individual risk assessments completed and an Intimate Care Plan (Appendix C) will be completed and reviewed on an individual basis
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- Children will be encouraged to be independent and encouraged to care for him/herself as far as possible. Parents/Carers to support children to become as independent as possible
- Physical contact is kept to the minimum possible to carry out the necessary support
- Privacy is given appropriate to the child's age and the situation
- Staff will continue to have consistent information for use of PPE correctly; protective gloves, aprons, masks available for staff
- Parents/Carers will be asked to bring in nappies/pull ups/changes of clothing 72 hours before usage
- When changing nappies/pads or dealing with cuts and grazes it will be good practise to have the child side on to the adult
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available)

HYGIENE

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective PPE equipment.

PROTECTION FOR STAFF

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff, with two staff members in attendance
- Two members of staff should be in attendance to support the child, this will be recorded and parent/carer informed
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions
- Careful consideration of placing a pupil on the sen register to support their needs will be discussed with the parent/carer as and when necessary

SAFEGUARDING CHILDREN

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Whiston Willis Primary Academy are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff.

All records of support will be recorded (see Appendix B)

Where an allegation is made by a member of staff or the child when intimate care is being carried out, the staff member will report immediately:

Principal-Mr I.Cooper or in the absence of the Principal

Vice Principal/Designated Safeguarding Lead (DSL)-Ms J.Watkins

The allegation will follow the Child Protection Policy and Allegations Management Policy

PERMISSION FORM FOR THE PROVISION OF CARE PLAN

Before starting in Nursery or Reception, parent and carers will be contacted to gain consent regarding the provision of intimate care. (See Appendix C)

Links to other policies:

This policy works alongside the following policies and procedures:

Child Protection and Safeguarding Policy

Allegations and Management Policy

Staff Code of Conduct Policy



Medical Policy

Complaints Policy

Equality Policy

Rights Respecting Leaflet https://www.whistonwillis.co.uk/downloads/rrsa_leaflet_for_parents.pdf

APPENDIX A

	WHISTON WILLIS PRIMARY ACADEMY	
	INTIMACY CARE POLICY AGREEMENT	
Lead Responsibility	DSL - J. Watkins EYFS Lead – L.Halsall	Adopted May 2023
Review date	May 2024	

PRINCIPLES

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

DEFINITION

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

SOILING

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in Nursery and Reception may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix 1).

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks 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 Principal/Inclusion Team will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child. When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Children with medical or complex needs will have individual risk assessments completed and an Intimate Care Plan (Appendix B) will be completed and reviewed on an individual basis
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- Children will be encouraged to be independent and encouraged to care for him/herself as far as possible. Parents/Carers to support children to become as independent as possible
- Physical contact is kept to the minimum possible to carry out the necessary support



- Privacy is given appropriate to the child's age and the situation
- Staff will continue to have consistent information for use of PPE correctly; protective gloves, aprons, masks available for staff
- Parents/Carers will be asked to bring in nappies/pull ups 72 hours before usage
- When changing nappies/pads or dealing with cuts and grazes it will be good practise to have the child side on to the adult
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available)

I have read and agree to the Intimacy Care Plan provided for my child at Whiston Willis Primary Academy _____ (child's name).

Parent/Carer Signed:

Date:

APPENDIX C

	WHISTON WILLIS PRIMARY ACADEMY	
	INTIMACY CARE PLAN For pupils who need regular support with toileting, washing and/or changing.	
Lead Responsibility	DSL - J. Watkins EYFS Lead – L.Halsall	Adopted May 2023
Review date	May 2024	
PARENTS/CARERS		
Name of child		
Type of intimate care needed		
How often care will be given		
What training staff will be given		
Where care will take place		
What resources and equipment will be used, and who will provide them		
How procedures will differ if taking place on a trip or outing		
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan		
Name of parent or carer		
Relationship to child		
Signature of parent or carer		
Date		
CHILD		
How many members of staff would you like to help?		
Do you mind having a chat when you are being changed or washed?		
Signature of child		
Date		