# MOSSPITS LANE PRIMARY SCHOOL

## Intimate Care Policy

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| Policy title | Intimate care policy |
| Function | For information and guidance about procedures for providing intimate care |
| Last reviewed | Autumn 2024 |

**Intimate Care Policy**

**Introduction**

The intimate care policy at Mosspits Lane Primary School is committed to ensuring that all staff responsible for the intimate care of the children will undertake their duties in a professional manner at all times. Procedures have been adopted with referral to DfE Guidance including Keeping children safe in education (2024) and Working together to safeguard children (2023) and in line with the Disability Discrimination Act (DDA). We recognise there is a need to treat all children with respect; no child should be attended to in a way that causes stress or pain and instead this time is used to create opportunities for children's Personal, Social and Emotional Development.

**What is intimate care?**

Working with young children will often require adults to be involved in duties which require intimate care of children. Staff have been placed in a position of great trust and will be expected to carry out this sort of procedure whilst children are in our care. Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate and personal areas and is associated with bodily functions and personal hygiene, including toileting, washing and dressing. Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be a high level of awareness of child protection issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

**Who will undertake Intimate Care?**

- Intimate care is only to be carried out by named staff and not visitors, students, volunteers or parents/carers other than the child's own.
- In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However, this is not always possible, so another member ofstaff may need to carry out the procedure.
- As we do not allow people other than staff members to change children, the child will know who is changing them and will have seen them before.
- The experience is made as pleasant for the child as possible by ensuring that they are spoken to at all times, provided with as many opportunities to be independent and praised for this. This can be used as an opportunity to chat/count/sing songs with the child about their learning experiences that day.

**Where will the Intimate Care take place?**

- Intimate care will usually take place in the toilets which are private enough to respect the child's dignity but also allow the adult to be seen at all times to prevent them from allegations or bringing their behaviour into question.
- No adult will be left alone behind a fully closed door when carrying out intimate care procedures. This puts both the safety of the child and staff member at risk.
- In Early Years, all intimate care procedures carried out are recorded on the daily log sheet and signed by the person carrying out the procedure, detailing the procedure carried out and any notes e.g. if child was upset or a rash was present. In KS1 and KS2 the staff member will notify the parents in line with the child's personal care plan/individual healthcare plan.
- Where possible, another adult should stay close by while the procedure is carried out,but does not need to stand as a 'witness' to the procedure.
- If a child refuses staff assistance a parent or carer will be called.

If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home if the child is distressed or unwell.

**What safeguarding procedures will be followed?**

Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding policy. This means it will be recorded using the school's CPOMS system and reported to the designated child protection person.

**What is the procedure for changing a child?**

1. Ensure all changing equipment and resources are to hand.
2. Staff to reassure the child.
3. Staff to take children to the designated changing area and ensure that the child is happy and comfortable with being changed.
4. Firstly, staff to put on a disposable plastic apron to protect their clothing from contamination.
5. Disposable gloves are recommended to be worn. Please note, the use of disposable gloves is not a substitute for good hand hygiene and hands must still be washed at the end of the routine.
6. Disposable gloves and aprons to be changed each time a child is changed.
7. Adult to encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled nappy/pants unless further soiling has occurred and the child needs to be changed fully.
8. Adult to remove the soiled nappy/pants, double-bag in a nappy bag and place into the nappy bin.
9. Children's skin to be cleaned with disposable wipes (by the child whenever possible) also disposed of in a nappy bag into the nappy bin.
10. If the child's care plan requires nappy creams, lotions to be used, practitioners to follow procedure outlined in this plan for the individual child. No products are to be shared between children or applied without parental consent.
11. Child to be dressed, or encouraged to dress in clean clothes if soiled. Dirty clothes to be put into a plastic bag and given to parents/carers when the child is picked up at the end of the session. Staff members will not attempt to wash or rinse the clothes. Encourage child to wash their hands.
12. Nappy changing mats/area should be wiped with anti-bacterial spray and dried after each use.
13. Staff to wash and dry their hands following the procedure, after glove removal and before leaving the changing area or handling another child.
14. In Early Years, the staff member will sign the Intimate Care log so that the child's parent/carers can be informed on collection of the child. In KS1/KS2 the staff member will notify the parents in line with the child's personal care plan/individual healthcare plan.