

Caldecote Community Primary School



Intimate Care Policy

Mission Statement

***Care, Challenge, Persevere, Succeed - we are
Caldecote!***

Completed August 2022 by FP/KB

Review (Term and year) Annually – last review August 2025

Intimate Care Policy

Introduction

At Caldecote Community Primary School we recognise that all children have different rates of development and differing needs during their time at school.

Most children achieve continence before starting full-time school. With the development of more early years' education and the drive towards inclusion, however, there are many more children in mainstream educational establishments who are not fully independent. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary. It can also include other forms of care that involve bodily contact with a pupil.

Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and Caldecote Community Primary School will work:

- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues or other intimate care work within guidelines that protect themselves and the pupils involved

Pupils' Needs

The staff work hard to build effective relationships with the parents and carers of the children attending Caldecote Community Primary School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in the medical room within school. Parents will only be contacted in extreme cases where the school have not been able to manage the child's needs.

Care Plans

Where a pupil has particular needs (eg wearing nappies or pull-ups beyond Early Years, or has continence difficulties), staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is suitably supported.

The written care plan (Appendix A) will include:

- Who will change the child or manage their condition, including back-up arrangements in case of staff absence or turnover
- What resources and equipment will be used
- Arrangements for school trips and outings
- Care plan review arrangements

Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B). This will include:

The parent:

- agreeing to ensure that the child is changed or given any necessary medication/care at the latest possible time before being brought to the setting/school

- providing the setting/school with spare nappies or pull ups, wipes, nappy bags and a change of clothing or any other relevant resources
- agreeing to inform the setting/school should the child have any marks/rash
- Agreeing to review arrangements should this be necessary

The school:

- agreeing to meet any of the pupil's intimate care needs as and when required
- agreeing to report should the child be distressed, or if marks/rashes are seen
- the school will inform parents via Medical Tracker of intimate care delivered to a child in KS1 and KS2 who does not have an intimate care plan
- agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child's needs.

Should a child with complex continence needs or needs requiring intimate care be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

Personal Care Procedures

The staff at Caldecote Community Primary School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

Child Protection

The normal process of changing continence or wet/soiled clothes or providing intimate care should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise any of the above. DBS checks are carried out to ensure the safety of children with staff employed in our school. A student on placement will not change a child.

Wherever possible, a familiar adult will provide intimate care so that the child feels more comfortable with the process. The care plan will outline back up or contingency measures in the event that the named member of staff is not available

Monitoring and Review

- The Assistant Headteacher for Safeguarding and SEN will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the Assistant Headteacher for Safeguarding and SENs responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues relating to the child will be reported to the Designated Safeguarding Lead (DSL) via CPOMS
- If a member of staff has a concern about the conduct of a member of staff this must be reported directly to the Head Teacher for further referral if appropriate. If the concern is regarding the conduct of the Headteacher the concern must be directly reported to the Chair of Governors.
- This policy runs alongside other school policies, particularly Safeguarding and Child Protection Policy, SEND, Health and Safety and Whistleblowing Policy.

APPENDIX A

Caldecote Community Primary School – Care Plan

Name of the child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	Medical Room
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	Parent/Carer
Training requirements for staff:	
Disposal of product in:	Nappy Bin
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

APPENDIX B

Caldecote Community Primary School

Intimate Care Plan Agreements

The parent:

- agreeing to ensure that the child is changed or given any necessary medication/care at the latest possible time before being brought to the setting/school
- providing the setting/school with spare nappies or pull ups, wipes, nappy bags and a change of clothing or any other relevant resources
- agreeing to inform the setting/school should the child have any marks/rash
- Agreeing to review arrangements should this be necessary

Signed: (parent/carer)

The school:

- agreeing to meet any of the pupil's intimate care needs as and when required
- agreeing to report should the child be distressed, or if marks/rashes are seen
- agreeing to review arrangements should this be necessary.

Signed: (school member of staff)

Name: (school member of staff)

Date:

Signed: (Assistant Headteacher for Safeguarding and SEN)

Name: (Assistant Headteacher for Safeguarding and SEN)

Date:

APPENDIX C

Personal Care Procedures

The staff at Caldecote Community Primary will follow agreed procedures:

- Change the child's clothing as appropriate or nappy, as soon as possible
- Administer any other personal care as agreed via the child's intimate care plan
- Report any marks or rashes via CPOMS to the designated safeguarding leads who will then further advise
- Inform parent/carer that a continence issue has arisen during the session
- Parents will only be contacted in extreme cases where the school have not been able to manage the child's needs.
- Shut the medical room door to ensure that privacy and dignity are maintained during the time taken to administer any intimate care.

APPENDIX D

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons when supporting pupils with personal care needs
- Soiled continence products to be placed in a nappy bag and then disposed of in the nappy bin located in the medical room.
- Area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands.
- Any medications not used should be returned to the parent/carer and not disposed of by the school