Kent Catholic Schools' Partnership
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Part of the Archdiocese of Southwark

Knowledge-rich, skills-led learning for all
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Serving everyone in our community
Partnership of love, ambition, joy and peace

St Francis Catholic Primary School
A Community Growing in Love for Learning and Life - Rooted in God's Love

Intimate Care Policy

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Local Governance Committee Approval following personalisation		

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1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account

● Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

It also complies with our funding agreement and articles of association.

3. Role of parents/carers

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes Learning support assistants, HLTAs, 1:1 SEN assistants and Learning Mentors. No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

4.2 How staff will be trained

Staff will receive:

● Training in the specific types of intimate care they undertake

● Regular safeguarding training

● If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

● The control measures set out in risk assessments carried out by the school

● Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

During intimate care procedures (including toileting and nappy changes), the school will balance children's privacy with safeguarding and support needs.

5.1 Staffing

All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In general, 1 member of staff will be present with each child, except for circumstances where:

- 2 members of staff are needed to:
    - Safely handle a child who needs to be assisted
    - Use equipment such as a hoist
- There is a known risk of false allegations by the pupil.

In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support. The school will train 2-3 members of staff per child to cover absences, emergencies and school trips. Where possible, we will ensure that these backup members of staff are also known to the child.

Male members of staff may be allocated to change female pupils, or vice versa. The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parent/carer, if appropriate.

5.2 Arrangements

Procedures will be carried out in our medical room, the door will be pulled to but not closed to maintain privacy.

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the school will provide staff with:

Nappy sacks, designated bin, protective gloves, protective aprons if needed, changing mat (station), cleaning supplies.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

Intimate care procedures will be recorded, including date/time, staff involved and any relevant observations. Parents who have previously given consent, will only be notified if something needs reporting.

5.3 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

EYFS settings add:

Any concerns about the safety or welfare of a pupil will be reported immediately to the local authority's children's social care team.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a member of SLT.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

5.4 Specific procedures for toileting accidents

Where pupils are starting school without having been toilet-trained, staff will work with the pupil's parents/carers to agree on a care plan.

The school will record the number of soiling incidents in school, and liaise with the pupil's parent/carers about:

- The outcomes of relevant medical appointments attended by the child
- Whether there is a change in the pattern of soiling incidents, at home or at school
- Whether the current plan is working.

5.5 Management of menstrual care

All staff will be sensitive to the fact that:

- Girls at our school may start to menstruate
- While there is no shame or stigma attached to this, those pupils may wish to deal with it discreetly

The school will offer sensitive and practical information to pupils about:

- Where the sanitary products are
- How to use and dispose of them correctly

Period products available to pupils can be found in the medical room and in the lockers within the girls toilets by the hall.

Products available include: sanitary pads

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with parents/carers in an individual care plan due to specific needs.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE curriculum.

6. Monitoring arrangements

This policy template will be reviewed by the Education Standards Committee on a regular basis. Each school's policy should be reviewed annually and approved by the local governance committee.

7. Links with other policies

This policy should be read in conjunction with other relevant Trust and school policies.

Appendix 1: intimate care plan

Intimate care plan

For pupils who need regular support with toileting, washing and/or changing.

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	Training from SENCO in procedures, dignity and privacy, infection control and safeguarding protocols
Where will the intimate care take place	Changing facilities in the medical room
Specific procedures	
What resources and equipment will be used, and who will provide them	Parents to provide: Nappies, wipes, change of clothes School will provide appropriate changing facilities, nappy sacks
How procedures will differ if taking place on a trip or outing	To be discussed with parents prior to outing taking place.
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	Sarah Neill – Senior Lead for Inclusion
Name of parent or carer	
Relationship to child	

Please tick the following and sign:

☐ I have read and understood the intimate care policy

☐ I agree to this intimate care plan

☐ I consent for staff at St Francis School to carry out the intimate care detailed above

☐ I agree to notify the school immediately of any changes that may affect this care plan

Signed_____ print name_____

date_____