



# Colley Lane Primary Academy

*"Never settle for less than your best"*

Subject: Intimate Care Policy

Issue Date: March 2023

---

## Safeguarding Statement

At Colley Lane Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Colley Lane Primary Academy. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

<b>Date of Ratification:</b>	<p>September 2020</p> <p>Approved 08/09/20</p>	<b>Signed:</b>  <p>Miss Helen Hale (HEAD TEACHER)</p> <p>Jane Price (CHAIR OF GOVERNORS)</p>
<b>Revised date:</b>	<p>March 2023</p>	<b>Signed:</b>   <p>Mr Dominic Simpson (HEAD TEACHER)</p> <p>J E Price</p> <p>Jane Price (CHAIR OF GOVERNORS)</p>

## Overview

At CLPA we encourage independence from an early age however we are aware that there will be occasions when help is required.

This policy has been developed to safeguard children and staff and applies to everyone involved in the intimate care of children at CLPA.

Intimate care can be defined as any activity required to meet the personal care needs of each individual child.

Intimate care can include:

- Providing comfort and support to a distressed child
- Feeding
- Oral care
- Assisting a child with dressing or undressing
- Changing or washing a child who has soiled him/herself or vomited
- Toileting and toilet training including changing nappies
- Providing first aid
- Menstrual care
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided

## Principles into Practice

As part of our practice we ensure:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities
- Every child has the right to express their views on their own intimate care and to have such views taken into account
- Every child has the right to have levels of intimate care that are as consistent as possible
- All staff have an enhanced DBS check
- Staff providing intimate care to children with specific medical needs are trained
- All staff have read and understood the Intimate Care Policy for CLPA
- Intimate care arrangements are agreed by the school, parents/guardian, the child (if appropriate) and in some cases, the school health nurse through the distribution of this policy via the school website and in some circumstances through a personalised intimate care plan
- Staff will only carry out intimate care if they are confident and competent to do so and will ask for help if in doubt

- When intimate care is being delivered staff are to talk to the child about what is happening

## Procedure

- **Providing comfort and support to a distressed pupil**

When a child requires physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the adult's hands should always be seen and care given is suitable to the age, gender and situation of the child.\*

\*One to one contact to be for a maximum of 15 minutes and with the option of PPE in accordance with government guidance to prevent the spread of Covid 19.

- **Assisting a child with dressing or undressing**

Children are encouraged to dress and undress unaided. However, when a child requires help undressing or dressing due to vomiting on his/her clothes, having got wet whilst outside or before and after PE lessons, including changing for swimming, staff can provide assistance. Staff will ensure that a colleague is nearby when assisting. Parents will be informed at the end of the school day or earlier if a child needed support and/or became distressed.

During swimming sessions, children will be discreetly supervised by two members of staff and children will be encouraged to change independently.

- **Changing or washing a child who has soiled him/herself or vomited**

If a child soils him/herself a decision needs to be made whether it is appropriate to change the child in school or a parent needs to be contacted to collect and change their child.

Children will first be asked to change their underwear/clothes and clean themselves, in a private place such as a toilet cubicle. Clothes are then to be placed in a bag. \*

If the child cannot complete this task unaided, school staff will contact the child's emergency contact to either request verbal permission to assist in changing or that they need to come to school to change/collect their child.

If an emergency contact cannot be reached, staff members will consult with a DSL to decide how to safely meet the needs of the child.

Staff to wear gloves, an apron and a mask if they are required to assist/change a child.\*\*

\*Soiled clothes to be double bagged in accordance with government guidance to prevent the spread of Covid 19.

\*\* Soiled wipes to be doubled bagged and PPE to be placed in a lidded bin after use in accordance with government guidance to prevent the spread of Covid 19. Staff choice whether to wear a mask.

- **Toileting and toilet training including changing nappies**

Parents of children who are wearing nappies and/or pull-ups will be asked to sign an agreement outlining who will be responsible for changing their child and where this will be carried out. Staff will follow the following procedure for changing:

1. Ensure another colleague is aware that you are changing a child and can be seen.
2. Consider whether the child can be changed in a toilet cubicle standing up.
3. Staff to wash hands and wear an apron, masks and gloves. \*
4. Nappy to be removed, folded inwards and placed in a bag before placing in a lidded bin. \*\*
5. Encourage the child to wipe/clean themselves if they cannot then a member of staff will clean the child.
6. Wipes, gloves, masks and aprons to also be placed in a lidded bin after use. \*\*\*
7. If clothes are soiled, place them in a bag and label them with the child's name. \*\*\*\*
8. Once the child has been returned safely to their classroom, clean the changing area with disinfectant if necessary.
9. Wash hands thoroughly.
10. Staff to then complete appropriate paperwork and inform parents.

\* staff choice to wear a mask.

\*\*nappies to be double bagged in accordance with government advice to prevent the spread of Covid 19.

\*\*\*Soiled wipes to also be double bagged and placed in a lidded bin in accordance with government advice to prevent the spread of Covid 19.

\*\*\*\*Soiled clothes to also be double bagged and labelled in accordance with government advice to prevent the spread of Covid 19.

- **Providing first aid**

Ensure colleagues are aware that you are providing first aid. Encourage the child to assist in any medical care if appropriate. Consider whether another member of staff needs to be present, for example, if a child needs to remove their tights or trousers in order for you to administer first aid.

- **Menstrual Care**

Female staff will provide advice to enable children to attend to their own needs. However, some children may need extra support and guidance on how to manage their periods appropriately, which will be provided through the PSHE curriculum and one to one support if necessary. A central bank of sanitary protection is stored in the school office and in Key Stage 2 should it be required.

- **Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided**

Parents to give permission before any medical procedures occur in school (e.g. catheter or stoma care). The correct paperwork is completed and signed at the school office prior to any school involvement with the procedure. The head teacher will then countersign parental consent to authorise school contact. When a child is wearing a catheter or other intravenous aid, staff will be trained in how to use, maintain and change if necessary. Two members of staff will be present at all times and records kept, if necessary.

If a child has an individual health care plan, this will be updated by the health visitor or school nurse, staff supporting will be trained appropriately and a risk assessment completed if needed.



Dear Parents/Carers,

At Colley Lane Primary Academy we encourage independence from an early age, however we are aware that there will be occasions when help is required.

Children who are not yet fully toilet trained or are wearing nappies will be assisted by a member of staff, who has read and agreed to the CLPA Intimate care policy which can be found on the school website. If your child is currently wearing nappies or is not yet toilet trained, we ask that you sign the consent form below.

**Even if your child is toilet trained, we ask that you complete the form below as children often have accidents in Nursery and Reception and will need an adult to help them to get changed.**

We also ask that the following items are brought to school for each session that your child attends.

- 1. A bag containing spare nappies and wipes (if needed)
- 2. A change of clothing.

If you have any questions or concerns please contact the school office to request a telephone conversation with your child’s teacher.

-----

Intimate Care Changing Consent

I give consent for a qualified member of staff to change my child/ change my child’s nappy/pull up.

I give consent for a qualified member of staff to help my child change if necessary.

Child’s name \_\_\_\_\_

Parent/Carers signature\_\_\_\_\_

Date\_\_\_\_\_

**Return to:** Colley Lane Primary Academy, Colley Lane, Halesowen, West Midlands B63 2TN

Telephone: 01384 816765



## Intimate Care Log

Date	Time	Child's name	Reason W = wet S = soiled	Staff name and signatures 2 staff members to sign, person who changed and witness