



**Owston Park  
Primary Academy  
Intimate Care Policy**

## Owston Park Primary

### INTIMATE CARE POLICY 2022-2023

#### **1. What is intimate care?**

1.1. For the purpose of this policy, “intimate care” is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

1.2. Intimate care includes the following:

- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
  - Toileting, wiping and care in the genital and anal areas
  - Dressing and undressing

#### **2. Roles and responsibilities**

2.1. The headteacher, SENCo & DSL is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.
- Ensuring that the intimate care of children is carefully planned, including the creation of individual plans following discussions with the parent and the child and with input from the SENCO.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school’s Complaints Procedures Policy.

2.2. All members of staff who provide intimate care are responsible for:

- Undergoing appropriate training for the provision of intimate care.

- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

### 2.3. Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.

## **3. Procedures for intimate care**

3.1. There will always be two members of staff present to change a child at any given time.

3.2. Staff who provide intimate care will conduct intimate care procedures in addition to any designated changing times if it is necessary; no child will be left in wet/soiled clothing.

3.3. If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child, adhering to the arranged routines.

3.4. Stock is kept to ensure there will be clean underwear, wipes and any other individual changing equipment necessary.

3.5. Before changing a child, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately.

3.6. The changing areas are warm and comfortable for the children and are private from others.

3.7. Hot water and soap are available for staff to wash their hands before and after supporting a child and the changing area will also be cleaned appropriately after use.

3.8. Any soiled clothing will be placed in a tied plastic bag and will be returned to parents at the end of the school day.

3.9. Any bodily fluids that transfer onto the changing area will be cleaned appropriately.

3.10. All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

3.11. Members of staff will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.

3.12. Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

## **4. Parental engagement**

4.1. The school will liaise with parents to establish individual intimate care procedures, which will set out the following:

- What care is required
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child can do themselves
- Any adjustments necessary in respect to cultural or religious views

4.2. The information concerning a child's intimate care plan will be stored confidentially, and the parents and the staff responsible for carrying out the child's intimate care will have access to the information.

4.3. The parents of children that will/may require intimate care procedures must sign a form to provide their agreement; no intimate care will be carried out without prior parental consent.

4.4. In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care,

parents will be contacted by phone in order to gain consent or a request will be made for the parent to attend the setting.

4.6. For children who require regular intimate care procedures, parents will be asked to supply the following items for their child's use:

- Wipes, spare clothing, spare underwear, nappies etc.

## **5. Safeguarding procedures**

5.1. The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

5.2. Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

5.3. All members of staff will receive safeguarding training on a regular basis, and receive child protection and safeguarding updates as required, but at least annually.

5.4. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Whistleblowing Policy.

5.5. Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy.