

# Tudor School Intimate Care Policy

Based on Hertfordshire County Council Publications: Contenance Guidance for Early Years Settings (2012)  
Supporting Children in Nappies (2012)

**TUDOR PRIMARY SCHOOL**

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Authored by: Maxine Smith

## **Introduction**

Tudor Primary School is committed to ensuring that all staff responsible for the 'Intimate Care' of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when 'Intimate Care' is given. No child should be attended to in a way that causes distress, embarrassment or pain. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.

Staff that provide 'Intimate Care' to children have a high awareness of safeguarding issues. Staff will work in partnership with parents/carers to provide continuity of care. The definition of 'Intimate Care' is any care which involves washing, touching or carrying out a procedure of intimate personal need. In most cases such care will involve procedures to do with personal hygiene as part of the staff member's duty of care.

## **Our Approach to Best Practice**

The management of all children with 'Intimate Care' needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation.

It is not necessary for more than one member of staff to be present when carrying out intimate care. All staff are DBS (Disclosure and Barring Service) checked and there is no regulation suggesting that more than one practitioner is required to change a child. We would, however, always tell someone that we are about to change a child. A student on placement should not change a nappy unsupervised.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they are able. Individual 'Intimate Care' plans may be drawn up for children as appropriate to suit the circumstances of the child (Appendix 1). These 'intimate care' arrangements will be discussed with parents/carers on a regular basis and recorded on the child's intimate care record. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Records of intervention will also be kept by the class teacher (Appendix 2) and a note sent home to parents/carers to share the incident as well as any clothes that may need to be returned to school (Appendix 3).

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be

contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved. In any circumstance where a child refuses to allow the staff member to change them, then the parents/carers may be called in to change the child.

**Any member of staff can be requested to support a child with intimate care and are required to do so by The Equalities Act 2010.**

### Health and Safety

Within the separate changing area for the child, it is also expected that:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled nappies and wipes to be double wrapped and placed into domestic waste bins
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Hot air dryer or paper towels available for drying hands.

### Partnership working

Parents/carers need to provide nappies/gloves/wipes/sacks. In some circumstances it may be appropriate to set up a home-setting/school agreement that defines the responsibilities that each partner has, and the expectations each has for the other.

You can find more advice by visiting the Hertfordshire Safeguarding Children's Board website <https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>



## Tudor School Intimate Care Plan



Child's Name:	Date:
Main areas of need: <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	
Toileting/nappy changing plan (if applicable):	
Dressing/undressing plan (if applicable):	
Discussed and agreed with parents/carers/child on	
Date	
Signed.....Parent/Carer	
Signed.....Staff member	
Any other comments	



## Record for changing children with delayed continence



Date & Time	Details	Member of staff	Child's name	Child's class	Clothes borrowed
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				
	urine/ faeces/both				

## Sometimes in school we can get a little busy and have a toileting accident!

Today \_\_\_\_\_ had an accident and soiled / wet themselves.

What happened \_\_\_\_\_

We have:

Ensured they are clean and changed them into their own clothes

Ensured they are clean and changed them into school spare clothes

### **Clothes borrowed:**

Underwear

Socks/ tights

Skirt/ dress

Trousers/ shorts

T-shirt/ jumper

Shoes

Please return all clothes once they are washed.

Many Thanks

Tudor Foundation Stage