



Toddington St George C of E School



Intimate Care Policy

Approved by: Headteacher **Date:** September 2023

Last reviewed on: September 2023

Next review due by: September 2024



Let your light shine

Matthew 5:15

St. George's is a loving and caring community and our Christian values are at the heart of everything we do.

Every child and adult in our community is wanted, accepted and respected.

God makes each person unique in many special ways.

Each and every person is precious, bringing special distinctiveness, gifts and talents to the world, things that no one else can; at St. George's we call these our sparks.

Our vision, inspired by the gospel according to Matthew, is that together,

we light our sparks and let our light shine,

living God's love.

At St. George's we are creating a deeply Christian school for our whole community.

Lighting a Spark in Everyone



Introduction

Toddington St. George Church of England School, is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

Toddington St. George Church of England School, respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

School responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where learners are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met (See Appendix 1). The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.



Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care (Appendix 2). This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

School will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

Governors responsibilities

To ensure that sufficient staff are trained to meet the needs of their learners.

The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.



Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that school always has their emergency contact details.

Learner responsibilities

To be as involved as possible in their intimate care and with their care plan.

To let school staff, know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Nursery children and those who still require nappy changes

Staff who provide intimate care will have a list of personalised changing times for the children in their care, which will be adhered to.

Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.

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

All staff within ducklings are responsible for providing intimate care for all children. Each child using nappies will have a clearly labelled box allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.

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

The changing areas are warm and comfortable for the children and are private from others. Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy.

The changing area has a hot air dryer and paper towels available for members of staff to dry their hands.

Any soiled clothing will be placed in a tied plastic bag in the child's personal box and will be returned to parents at the end of the school day.

Children who are in their nursery school year will only be changed a maximum of two times while in ducklings, further to this parents will be called to support and take children home to clean them. Children will be fine to return to school following this unless there is an illness involved.

Any used nappies will be placed in a tied plastic bag and disposed of in accordance with local waste disposal procedures.



Any bodily fluids that transfer onto the changing area will be cleaned appropriately. If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.

Older children and those who are more able will be encouraged to use the toilet facilities and

will be reminded at regular intervals to go to the toilet.

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.

Related documentation

When reading this policy please be aware of and refer to the following related documents:

- The safeguarding policy
- Whistleblowing policy
- Medical needs, administering medicines and first aid policy
- Health and safety policy



Appendices

Appendix 1



Toddington St George's School Intimate Care Personal Care Plan

Written following discussion between parent(s) and school

Child/young person's Name:	Year Group and Class:	Date:
	Details	
Working Towards Independence:	•	
Level of Assistance Needed:	•	
Infection Control:	•	
Sharing Information:	•	
Resources Needed: e.g. special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves	•	
Signed: Parent: _____ Key member of staff: _____ SENDCo: _____	Review Date:	

