



**Roebuck Academy  
Intimate Care Policy  
September 2021**

## Context

Roebuck Academy offers a range of services for families and children age 0 – 11 years. The fundamental rights that this policy is based on are:

- 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 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.

Intimate care is described as any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (e.g. cleaning a child who has soiled themselves). In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

## Aims

Roebuck Academy is committed to ensuring all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Roebuck Academy recognises that all children must be treated with respect when intimate care is given. No child will be attended to in a way that causes distress or pain.

## **Policy**

### **1. Best practice**

Staff who provide intimate care are trained to do so and are aware of best practice. Apparatus will be provided to assist with children who need special arrangements. 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 and menstruation.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. This may mean for example giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be catered for by one adult unless there is sound reason for having more adults present.

### **2. The protection of children**

All children will be taught personal safety skills appropriate to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc, they will immediately report concerns to the Designated Senior Person (DSP).

If a child becomes distressed or unhappy about being cared for by a particular member of staff during the provision of intimate care, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing assignment may be altered until the issue is resolved as the child's needs remain paramount.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

No staff member will carry personal phones or recording devices while carrying out their duties as described in the Roebuck Academy Safeguarding Policy.

### **3. Children wearing nappies**

The dignity and privacy of the child is paramount. An area which is or can be made private will be provided for the provision of intimate care. At Roebuck Academy this will either be a changing table within the Nursery toilet area or the medical room.

Consideration of the use of each area will be given from a child protection, and health and safety aspect. The area chosen will not be in a thoroughfare. When a child is changed, it will be recorded and parents notified if appropriate.

Children who have long term incontinence will require specially adapted facilities. Parents have a role to play when their children are wearing nappies. Parents should provide nappies, disposal bags and wipes. Roebuck Academy will provide gloves, plastic aprons and bins for disposal of any waste.

Staff will always wear an apron and gloves when dealing with a child who has soiled or when changing a nappy. Any soiled waste will be put into a disposal bag and placed in the designated bin for the disposal of waste. Staff are aware of the school's Health and Safety Policy. Staff will record all occasions of intimate care on CPoms.

#### **4. Special needs**

Children with special needs have the same rights to safety and privacy when receiving intimate care. Individual care plans will be made in agreement with the child, those with parental responsibility and Roebuck Academy.

#### **5. Physical contact**

Roebuck Academy staff work in a 'limited touch' culture. When physical contact is made it is in response to the child's needs at the time.

A child who has soiled themselves may be in distress and in need of comfort and reassurance. Staff will remain aware at all times that their contact is not threatening or intrusive and not subject to misinterpretation.

Judgement will take into account the circumstances of a pupil's distress, their age, the extent and cause of the distress. Unless a child needs an immediate response staff will consider whether they are the most appropriate person to respond.

Extra caution may be required when providing intimate care to a child who has suffered abuse or neglect. It is recognised that in this case physical contact might be associated with such experiences; additionally such children may be extremely needy and seek out physical contact. Staff will ensure they behave appropriately and if required to deter unnecessary physical contact will do this sensitively without causing the child a negative experience. It may be appropriate to have a witness present to protect staff from allegations.

#### **6. Out of school trips, clubs etc.**

Staff will take particular care when carrying out intimate care or supervising children in toileting in the less formal atmosphere of a residential setting or out of school activity. The standard of behaviour of staff will be no different than at other times. Staff will be aware of all Roebuck Academy policies and risk assessments regarding the specific activity.

#### **7.Changes in circumstances – Covid 19 – Contingency for local outbreak**

During this time it is imperative that any child needing intimate care continues to be safe and cared for. When required a member of staff will be designated the most appropriate person to deal with any intimate care needs.

- Staff will be well known to the child and be one the child is comfortable with.

- Staff will have received the appropriate training to enable them to care for the child appropriately. The member of staff will adhere to the school's policy
- Staff will wear PPE when carrying out intimate care –gloves, apron and face shield.
- During this time the school has altered its access to certain areas, to limit possible spread of infection. Nappy changing facilities have been placed in each early year's toilet area. This allows for privacy for a child being changed, whilst being close to all other adults on site to ensure all children are safeguarded.
- The school will provide wipes, nappy sacks and spare clothing if required.
- All PPE, gloves and aprons used will be double bagged and disposed of in outside bin. Face shields will be cleaned with hot soapy water by a staff member wearing gloves.
- All soiled clothing will be double bagged and stored outside, out of the reach of children. Staff will make the decision if clothing is to be disposed of and inform parents on collection.
- Best Practice – When intimate care is given, the member of staff will explain fully each task that is carried out and the reason for it. Staff will encourage children to do as much for themselves as they can. Lots of praise and encouragement will be given to the child when they achieve.
- After intimate care is complete staff and child will thoroughly wash hands.

**Sue Prosser Early Years Lead Roebuck Academy**

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## APPENDIX A

### Roebuck Academy

### Intimate Care Plan

Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent/carer.

\*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.

SENCO/ Inclusion Leader approval: Clare Elson

Date: 01.09.21

## **APPENDIX B**

### **Roebuck Academy**

#### **Intimate Care Plan Agreements**

The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed: ..... (parent/carer)

The school:

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: .....(school member of staff)

Date: .....