

Wymondley JMI School



Wymondley Intimate Care Policy & Guidance

Based on Hertfordshire County Council Publications: Continence Guidance for Early Years Settings (2012)

[Wymondley Junior Mixed and Infant School](#)

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Introduction

Wymondley JMI 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 an invasive procedure or a procedure of intimate personal need which children are unable to do for themselves, arising from the child's stage of development or additional needs. 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.

Staff will communicate carefully with any pupil who requires intimate care, in line with their preferred means of communication (e.g., signs, symbols, eye-pointing), to discuss their needs and preferences. Staff must use agreed-upon terminology for body parts and functions to allow pupils to express choices, concerns, or preferences regarding their intimate care. Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

Good Practice in Intimate Care

When delivering intimate care, staff will adhere to key good practice principles to protect the child's dignity and foster autonomy:

- Address the pupil by name and interact in an age-appropriate, respectful manner at all times.
- Seek the pupil's permission before carrying out any care procedure whenever possible.
- Give clear, advance prompts so the pupil understands what is happening (e.g., showing a clean nappy or sponge to indicate the task).
- Respect individual preferences for sequences of care and routines where feasible.

Where specialist equipment and facilities above those currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following an assessment by a Physiotherapist and/or Occupational Therapist.

Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone, or by sealed letter (not via the home-school diary).

Staff Responsibilities

Any member of staff can be requested to support a child with intimate care as the school is required to provide this support by The Equalities Act 2010.

Safeguarding and Child Protection

The Governing Body and staff of Wymondley JMI School recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. If a member of staff has any concerns about physical changes in a child's presentation (e.g., unexplained marks, bruises, or soreness) they will immediately report their concerns to the Designated Safeguarding Lead (DSL) for Child Protection.

Health and Safety

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

- Staff wear disposable gloves and aprons while dealing with the incident.
- Soiled nappies and wipes to be double wrapped and placed into domestic waste bins/hygienic disposal units.
- 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.

For children over 5, parent/carers should be informed that nappies and continence pads are available from the bladder and bowel service. They will need to do an initial assessment to assess whether products are suitable, if a toileting programme is appropriate or if they need further investigations. For children who have already been assessed, their parent/carer should be advised to contact the school nurse to get more information. Additional support can also be offered by the school nurse.

You can find more advice by visiting the Hertfordshire Safeguarding Children Partnership website:

<https://www.hertfordshire.gov.uk/services/Childrens-social-care/Child-protection/Hertfordshire-Safeguarding-Children-Partnership/hscp.aspx>

Frequently Asked Questions

1. Is it okay to leave children until parents arrive to change them?

No. Leaving a child in a soiled nappy or wet/soiled clothing for any length of time is considered a form of abuse. Furthermore, asking parents or carers to come into school to change their child is likely to be a breach of the Equalities Act 2010.

2. Can male staff be involved in intimate care procedures?

Yes. There is positive value in both male and female staff being involved in intimate care tasks. All designated staff, regardless of gender, undergo DBS checks and receive training in best practice. Male staff will not usually be involved in the intimate care of girls, and where cultural or family reasons make a carer of the opposite sex unacceptable, this must be respected.

3. What happens if a staff member refuses to change a child?

Under the Equalities Act 2010, children must be protected from discrimination and enabled to resume learning as soon as possible. This issue should not arise if staff are properly advised and trained regarding the school's statutory duties. A child who has soiled must be changed promptly.

A child must not be excluded from any activity or educational opportunity due to incontinence. Reasonable adjustments must be made to ensure disabled pupils are not at a disadvantage compared to their non-disabled peers. Wymondley JMI School upholds the core vision that all children have the right to be happy, healthy, safe, and respected as individuals.

4. Why might a child continue to soil themselves?

Medication to resolve bowel or constipation difficulties can often result in leakage, which may take time to resolve and require more frequent intimate care. Relevant health care professionals can provide advice and support where appropriate.

5. How should the school dispose of nappies?

Nappies can be disposed of with normal domestic waste unless very large quantities are produced. Wet nappies should be single-bagged and soiled nappies double-bagged before being placed into waste bins or hygienic disposal units.

Appendix 1: Intimate Care – Toileting Plan discussion with parents/carers and Intimate Care Plan

Pupil's Personal Details	
Full Name:	
Date of Birth: / /	Date of meeting: / /
Persons present:	

	Details	Action
Working towards independence, e.g. taking pupil to toilet at timed intervals, rewards		
Arrangements for intimate care, e.g. who, where, privacy, terminology preferred (consider sports days, swimming, school visits etc)		
Level of assistance needed, e.g. undressing, wiping, hand washing, dressing		
Moving and handling needs, e.g. equipment, training needs, hoisting equipment		
Infection control, e.g. wearing gloves, nappy disposal		
Sharing information, e.g. nappy rash, infection, family/cultural customs		
Resources needed, e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

Main areas of need:

Agreed approach:

Discussed and agreed with parents/carers/child on _____

Signed: _____ **Parent/Carer**

Signed: _____ **Staff member**

Any other comments:

Appendix 2: Intimate Care Checklist

Pupil's Personal Details	
Full Name:	
Date of Birth: / /	Admission date: / /

	Discussion	Actions
Facilities Suitable toilet identified? Adaptations required? · Changing table/bed · Grab rails · Step · Locker for supplies · Hot and cold water · Lever taps · Mirror at suitable height · Disposal unit/bin · Hoist · Other moving and handling equipment · Emergency alarm · Other		
Family provided supplies · Nappies/pads · Catheters · Wipes · Spare clothes · Other		
School provided supplies · Toilet rolls · Antiseptic cleanser · Cloths/paper towels · Soap · Disposable gloves/aprons · Disposal sacks · Urine bottles · Bowl/bucket · Milton/sterilising fluid · Other		

Appendix 3: Intimate Care Parent/Carer Permission Form

Pupil's Personal Details	
Full Name:	
Date of Birth: / /	Parent/Carer name:
Address:	

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature

Name:

Relationship to child:

Date:

Appendix 4: Individual Intimate Care Record Sheet

Pupil Full Name: _____ **Staff Involved:** _____

[illegible]