



Policy for Managing Intimate Care

Reviewed: September 2023

Oasis Academy Putney

POLICY FOR MANAGING INTIMATE CARE

PURPOSE

This document aims to provide clear principles and guidance on the issue of supporting intimate care needs in the school environment.

This policy should be read in conjunction with Oasis Academy:

- Safeguarding Policy
- Inclusion Policy
- Health and Safety Policy
- Teaching and Learning Policy
- Single Equality Plan

RATIONALE

Many children experience difficulties at times for a variety of reasons. Some children and young people are delayed in achieving continence, some may experience early puberty.

AIMS

- To safeguard the rights and promote the welfare of children;
- To provide guidance and reassurance to staff;
- To assure parents and carers that their child will have his/her needs met;
- To remove barriers to learning and participation to ensure inclusion for all children.

PRINCIPLES

“Every Child Matters” - all children must be welcomed and not excluded from any activities because of a delay in achieving continence. Neither will they be required to wait for parents/carers to arrive to attend to them, or sent home to change.

COMMITMENTS

- To protect a child’s dignity with a high level of privacy, choice and control;
- To promote independence wherever possible;
- To consult parents and carers, respecting their views and wishes and take religious and cultural values into account.

DEFINITION

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age or special needs, for example care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. Also included is supervision of children involved in intimate self-care.

BEST PRACTICE

As part of initial gathering of information from parents when a child starts school, staff will seek parental views on practices at home for their child. Parents will receive a copy of this policy, which will be included in the Parent Pack together with a form to sign and return to school, to say that they have received a copy. Parents will also be offered an opportunity to discuss their child's needs with an appropriate member of staff.

All children at Oasis Academy Putney who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff at Oasis Academy Putney will raise the child's awareness of any intimate care procedures before they take place by the use of objects of reference, symbols, signs, gesture and verbal explanation as appropriate. All intimate care practices should be valued as part of that child's essential curriculum. They are an opportunity to develop independent and age-appropriate skills, increase dignity and raise self-esteem. Choice and decision making skills will form part of the process, e.g. "Do you want to go to the toilet or not?"; "Should we wash your hands or face first?"; "Can I help fasten your trousers?" Emphasis should be on teaching the use of the 'Help' symbol, dressing and toileting schedules, and these will be available for use at all times.

All incidents will be recorded by the staff attended to the child stating what happened. Parent/carers will be informed at the end of the day unless there is a need for them to be contact owing to the nature of the incident.

PROMOTING PERSONAL DEVELOPMENT

• Continence

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to school. At Oasis Academy Putney we acknowledge that there may be children with longer term continence issues for whom an individual programme may need to be put in place. In addition, there may be children joining us in school who are at various points of developing their independence in toileting who may need short term support in this important area of personal hygiene.

No child will be refused a place at Oasis Academy Putney in relation to continence issues.

Oasis Academy Putney is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development.

Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them.

Staff behaviour is open to scrutiny and staff at Oasis Academy Putney will work in partnership with parents/carers to provide continuity of care to children.

- **Menstruation**

Should a pupil at Oasis Academy Putney start their menstrual cycle then everything within this policy would appertain to the procedures, care, dignity and support for that pupil.

HEALTH AND SAFETY

Children may be changed in any of the toilet areas throughout school, depending on the location of their classroom.

Appropriate resources provided:

From Home

1. Spare underwear
2. Wipes
3. Spare clothes

In School

1. Disposable gloves and aprons
2. Spare wet wipes
3. Where necessary, spare underwear
4. Plastic bags for wet/soiled clothing
5. Antibacterial cleanser
6. Air freshener

From Home (Menstruation)

1. Sanitary wear
2. Wipes if appropriate
3. Spare clothes

In School

1. Emergency sanitary pack
2. Disposable gloves
3. Clinical bin for disposal of pads
4. Plastic bags for soiled clothing
5. Antibacterial cleanser and hot water

If a child accidentally wets or soils him/herself they will be attended to in the toilet area usually used by that child. Staff involved in this procedure will be expected to wear disposable gloves. All children will stand up for all procedures of intimate care, even very young children.

Gloves and aprons and any items used for cleaning the changing area will be disposed of safely. Wet or soiled underwear/clothing will be returned to parents. Temporary storage of these will be in a tied bag hung on a child's peg. The changing area will be cleaned after use. Hot water and liquid soap will be available to wash hands as soon as the task is complete. Paper towels will be available for drying hands.

SAFEGUARDING

At Oasis Academy Putney we have no anticipation that the intimate care of a child should raise any safeguarding issues as all staff are checked through the Disclosure and Barring Service. In addition, all staff have received Safeguarding Training from LSCB. Therefore it will be normal practice for only one adult to be involved in attending to a child's personal needs with another adult when possible (we have always had 2 people). The person/people attending to a child will always be a member of the school staff.

At all times staff will be encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities within school. If any marks or injuries are noticed on a child during changing these will be reported following Oasis Academy's procedures outlined in the Safeguarding Policy and inter-agency child protection procedures. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding through PSHCE.

SUPPORT FOR STAFF

All staff should be aware of the policy and guidelines for providing intimate care for children. There should be regular opportunities for them to raise any issues and share concerns. Staff will be offered training where appropriate.

Oasis Academy Putney
WORKING TOWARDS INDEPENDENCE IN INTIMATE CARE ROUTINES

Child's name DOB

Adults involved

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I can already:

Pull pants down

Sit on toilet

Pull up pants

Pull up trousers

Flush toilet

Wash hands

Dry hands

Aim – I will try to:

Progress will be reviewed termly. Next review due

Parent signature Date

Class Teacher signature Date

End of term evaluation

Date:

**Oasis Academy Putney
Permission for School to provide Intimate Care**

Child's name DOB

- **I give permission to Oasis Academy Putney to provide appropriate intimate care support to my child, e.g. changing soiled clothing, washing and toileting.**
- **I will advise the Principal of any medical reason my child may have which affects issues of intimate care.**
- **I understand that intimate care may be provided at school on a one-to-one basis but with another member of staff will be present when possible.**
- **I understand that member(s) of staff providing intimate care for my child have been DBS checked and received appropriate training, including Safeguarding.**

Name (please print)

Signature

Relationship to child

Date