

# St. Margaret's Anfield Church of England Primary School

Jesus said, "Love one another as I have loved you" (John 13:34). Therefore, by faith and work, be the change you want to see.

With God, all things are possible.



## Intimate Care Policy

M Bishop

Version	Date	Action	Review Date
Version 1	November 2019	Adopted by Governing Body	November 2022
Version 2	February 2023	Appendix added	February 2024
Version 3	March 2024	No changes	March 2025
Version 4	March 2025	Changes made throughout	March 2026

## **Introduction**

At St. Margaret's Anfield Primary School we understand that each child develops at different rates and therefore may require additional support. While generally children develop continence before starting full time school, this is not always the case for varying reasons. Children and families may feel there is a stigma associated with requiring additional support which can cause embarrassment and stress. However, at St. Margaret's we feel that this should not be the case nor should this prevent children from accessing their education. Therefore we are committed to ensuring that any child who may require additional support with intimate care should be provided this in a sensitive and understanding manner.

## **Definition**

Intimate care includes:

Washing or carrying out procedures to intimate personal areas which most people usually carry out themselves. Examples of intimate care include continence or menstrual care, toileting, washing or dressing.

The supervision of a pupil providing themselves with intimate care.

School staff;

For the purpose of this policy school staff identified to provide intimate care will be those in paid positions who have been correctly recruited and vetted in line with school's Safer Recruitment policy.

## **Aims**

All children have the right to be safe, treated with dignity, respect and to access their education. St Margaret's Anfield Primary School will;

- follow the Equality Act 2010 to ensure children are not discriminated against
- provide care sensitively and with dignity
- ensure consideration is given to each child's chosen communication method
- ensure children are aware of what is happening to them
- help develop personal hygiene and independence
- work together with parents/carers when intimate care is required
- ensure staff follow guidelines that protect themselves and the children

## **Pupil Needs**

All children have individual needs, therefore St. Margaret's staff aim to work closely with the child and their families to identify when additional support may be required. In cases where additional care is required a personalised plan will be created and agreed in collaboration with all involved including the child when appropriate. While each plan will be tailored to the individual child factoring in their experiences, including possible past traumas, all will require the sensitivity and understanding of the staff involved. Intimate Care Plans will also acknowledge that in some circumstances parents/carers may be called upon to provide the intimate care for their child.

## **Care Plans**

Each plan must;

- include the child's current situation in regards to personal intimate care.
- include the timings or frequency of changes or checks
- reference any additional documentation required
- identify the staff who will be responsible for each aspect of the care provided, including backup/cover procedures
- outline the materials required and who will supply them
- outline parent/carer responsibilities in extreme circumstances

## **Care Plan Agreement**

If a care plan is deemed necessary each partner involved must agree to fulfil their part stated in this policy and within the plan. This will include:

The Parent/Carers

- contributing and reviewing the care plan when required
- ensuring the child's intimate care has been attended to before arriving at school
- provide the materials agreed and in a timely manner, including spare clothes
- ensuring school are aware of any marks, rashes or illness the child has
- to provide intimate care for the child when requested by school
- accepting support from external services when required to develop the child's independence

The School

- collaborating with the parent/carers and child, when appropriate, when creating and reviewing the plan
- following the procedures outlined within the plan
- reporting any marks, rashes, illness or signs of distress
- ensuring monitoring and progress is recorded appropriately
- accepting support from external services when required to develop the child's independence

The child – when appropriate

- contributing to the plan
- notifying adults when care is required
- accepting support in developing their independence

The agreement ensures that all partners take responsibility for the health and care of the children. It aims to enable all partners to trust the school is taking a holistic approach to addressing the needs of our children.

## **Procedures**

When involved in intimate care, school staff must ensure they follow Safeguarding procedures, ensuring they are providing the intimate care in the company of another member of staff, complete any reporting/documentation outlined within the plan and report any concerns to the Designated Safeguarding Lead immediately.

They must follow Health and Safety procedures by using the correct protective equipment, cleaning products, disposing of waste accordingly and follow manual handling procedures where applicable.

Should a child indicate they are feeling uncomfortable or become distressed during intimate care, the staff will stop immediately, only supporting the child to return to a state of decency. In cases where this becomes consistent a review of the plan will be called and the parent/carer will be asked to provide intimate care until the situation is resolved.

## **Monitoring and Reviewing**

- Each plan must be reviewed regularly by a member of the Welfare team, the parent/carer and the child, when appropriate.
- The Welfare team will be responsible for ensuring staff follow the procedures and policies.
- The policy runs alongside other school policies including: Safeguarding, SEND, Inclusion and Health and Safety and will be reviewed in light of changes to such policies.
- The policy will be reviewed in line with the school procedure for policy reviews.

## **Safeguarding**

School recognises that providing intimate care can involve an element of risk for both children and staff as it involves private body parts. In light of this all staff will conduct themselves following the guidance of safeguarding procedures, remaining vigilant and reporting any concerns or seeking advice from the Safeguarding team immediately.

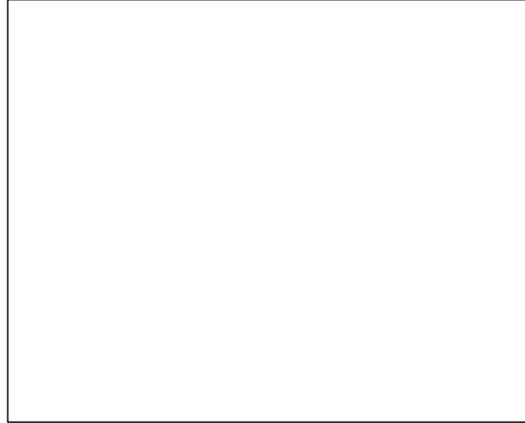
This includes providing care in the presence of a second adult while still providing the child with their right to dignity and privacy.

When discussing intimate care with the children we use age appropriate anatomical terms as outlined in the schools PSHE curriculum. This ensure we are able to keep our children safe, reduce embarrassment, increase body awareness and ensure we are clear and consistent in discussion.

Appendices 1 Example

# Hello I am *Name*

I need support in learning a toilet routine.



- The grown-ups looking after me in the classroom need to remind me to go to the toilet at the times on my chart.
- To help me build a routine, the grown-ups will need to fill in the chart.
- When I go to the toilet I will need prompting with my clothing.
- I sit down on the toilet while I am learning to use it.
- I am just learning about using the toilet, so sometimes I might need changing. If I need to be changed the grown-up needs to call for one of the grown-ups on the list below and stay with them while they help me get changed.
- When I have finished sitting on the toilet I need prompting with my clothing.
- Then I can wash and dry my hands.

**The grown-ups to call**

First -

Second -

Third -

If we get stuck for someone to come and help you  
can call for someone from SLT

## Appendices 2 Example

### **Toileting plan for Name**

*Name* currently wears pull-ups through the day and does not use the toilet independently. The classroom staff supervising *Name* are required to prompt *Name* at regular intervals throughout the school day to go to the toilet. This should enable us to encourage *Name* to begin using the toilet and allow for the adults to check if *Name*'s pull-up requires changing.

To help establish an effective routine, a chart has been created with times given. There is space for the supervising adult to write if *Name* sat on the toilet, used the toilet successfully or required changing.

*Name* is aware but may need reminding of the process; lowering clothing, sitting back, pulling up clothing, flushing the toilet, washing his hands.

When *Name* is taken to the toilet he will need verbal prompting with clothing, and to sit on the toilet. On occasion *Name* may need physical support with his clothing.

Should *Name*'s pull-up require changing, the supervising adult must call for one of the adults listed below, working down the list. They must also remain with the other adult while they are changing *Name*'s pull-up.

First -

Second -

Third -

Fourth -

## Appendices 3 – Example

### Intimate Care Plan

<b>Name of Child</b>	
<b>Name of Persons to change the child</b>	
<b>Name of Persons to change if main adult unavailable</b>	
<b>Where changing will take place</b>	
<b>What resources and equipment will be used</b>	
<b>Who will provide the resources and equipment to be used</b>	
<b>Training required for staff</b>	
<b>Disposal of product in</b>	
<b>Infection control measures</b>	
<b>Special arrangements for trips/outings</b>	
<b>When will the plan be reviewed</b>	
<b>Review comments</b>	

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

Signatures: