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# Intimate Care Policy



**WATERTON**  
ACADEMY TRUST®

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## 1. Our School

### 1.1 Our Vision

**Grow. Achieve. Shine** – These are much more than words or a motto. At Churchfield Primary School we enable all children to **grow** as independent learners, **achieve** more than they ever believe they could and **shine** as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed.

### 1.2 Our Values



We are proud, and work hard to be the best that we can be



We are determined and resilient, embracing all challenges



We collaborate well, treating everyone as equals



We are honest, kind and show integrity



We respect all people, property and the environment



We believe in ourselves and strive for our goals

### 1.3 Our Golden Rule

## Our Golden Rule

We keep ourselves, and each other, safe.



### 1.4 Our School Aims

Our school aims are underpinned by our values. Through our school values, we aim to:

1. Promote high standards of academic and vocational achievement for every child, every time, through a highly-inclusive approach.
2. Promote a holistic view of the whole child, supporting them to become well-rounded individuals and members of society.
3. Encourage all children to develop positive relationships with, and respect for, themselves, each other, our local community and the wider world.
4. Provide a safe, welcoming and positive environment for our children and families; acting as a hub at the heart of our community.

### 1.5 Our Community

Bricks and mortar do not make a school, people do. We can achieve great things when we work together, and our community is at the heart of what we do. We are a hub of support for our families, and provide a safe and loving environment for our children to shine.

### 1.6 Our Academy Trust

Since December 2019 we have been a proud member of Waterton Academy Trust, providing even more opportunities for our pupils to shine. As part of the Waterton family, we ensure that success for all is not a goal, but an expectation.



## 2. Policy Summary

### 2.1 Policy Introduction & Rationale

At Churchfield Primary School we recognise that all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time school; however, we recognise that there are many more children in mainstream educational establishments who are not fully independent. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. Difficulties with continence severely can inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential. We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary.

### 2.2 Policy Aims

This policy is underpinned by the central aims of Churchfield Primary School and the values held by the school community. This policy aims to:

- Provide information for all stakeholders on how we ensure that pupils with continence difficulties are not discriminated against
- Provide information for all stakeholders on how we provide help and support to pupils in becoming fully-independent in personal hygiene
- Provide information for all stakeholders on how we treat continence issues sensitively so as to maintain the self-esteem of the child
- Provide information for all stakeholders on how ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved

### 2.3 Inclusivity Statement

At Churchfield Primary School we use an inclusive approach to all aspects of education. Our aim is to always involve all children and stakeholders in all areas of the curriculum and school life. In accordance with the SEND Code of Practice, we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

## 3. Legalities & Linked Documents

### 3.1 Linked School & Trust Policies

This policy should be read in conjunction with the following policies and other linked policies:

- Safeguarding Policy
- Health & Safety Policy
- Anti-Bullying Policy
- First Aid Policy
- SEND Policy

### 3.2 Linked National & Local Documents

The policy has been developed in accordance with the following legislation and guidance:

- [Working together to Safeguard Children \(2018, amended 2020\)](#)
- [Keeping Children Safe in Education \(2022\)](#)
- [The Equality Act \(2010\)](#)
- [Statutory Guidance on Female Genital Mutilation \(2020\)](#)





## 4. Pupil's Needs

Our staff work hard to build effective relationships with the parents and carers of the children attending Churchfield Primary School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

## 5. Key Responsibilities

### 5.1 Parent Responsibilities

All parents have a responsibility to:

- Ensure that the child is changed at the latest possible time before being brought to school
- **Provide school with all, and sufficient spare nappies, pull ups and change of clothing**
- Understand and agree the procedures that will be followed when their child is changed at school including the use of any cleanser or wipes
- Inform school should the child have any marks/rash
- Agree to a 'minimum change' policy i.e. school would not undertake to change the child more frequently than if they were at home
- To review arrangements should this be necessary

### 5.2 School Responsibilities

School has a responsibility to:

- To change the child during a single session should the child soil themselves or become uncomfortably wet
- After discussion with parents, set out how often the child should be changed
- Monitor the number of times the child is changed in order to identify progress made
- Report to the DSL & SENDCO should the child be distressed, or if marks/rashes are seen
- To review arrangements when necessary
- Complete an intimate care log, every time a child has been changed

### 5.3 SENDCO/IDL

The SENDCO/IDL has a responsibility to:

- Meet with parents on entering school to put a plan in place
- Monitor the use of the intimate care log

## 6. Intimate Care Plans

Where a pupil has particular needs (e.g. wearing nappies or pullups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out an Intimate Care plan to ensure that the child is able to attend daily. Discussions around Intimate Care Plans will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover
- Where changing will take place
- What resources and equipment will be used?
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff



- Arrangements for school trips and outings
- Care plan review arrangements

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, we will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

## 7. Intimate Care Procedures

All staff at Churchfield Primary School will follow agreed procedures below when attending to the care or continence needs of any pupil within school, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'. All staff will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures
- Report any concerning marks or rashes to the DSL
- Report any other rashes to parents
- Inform parent/carer that a continence issue has arisen during the session (if not part of a regular changing plan)
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child
- Ensure that there are always at least two staff present for changing
- Use the designated changing space – KS1 Medical Room

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence products used to be double wrapped, or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health and Safety Executive's limit
- Changing area to be cleaned after each use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands

## 8. Safeguarding

A student on placement or supply member of staff will not change a child, but may be asked to witness/ supervise. Wherever possible, the same member of staff will change named children. This reduces the risk to the child and promotes their dignity. If staff notice any marks or signs that raise a safeguarding concern, this should be reported to the DSL as soon as safely possible, in line with our safeguarding policy.

