Intimate Care Policy

All children at Langham Village School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the curriculum at Langham Village School

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements at Langham Village School and will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed continence

Intimate Care Tasks – cover any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers – Staff at Langham *Village School* work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out :

- What care is required
- Number of staff needed to carry out the task (if more than one person is required , reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves

- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:-

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

Best Practice – When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff 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.

Safeguarding – Staff are trained annually on the signs and symptom of child abuse. All staff will have a DBS check.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Head teacher who is also the Designated Safeguarding Professional or the Alternate Designated Professional immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Head teacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the Head teacher will seek advice from other agencies

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing (disposable plastic gloves and aprons) and wash themselves thoroughly afterward. Soiled children's clothing with be bagged to go home– staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Letter of Permission - Permission must be sought from the parent/carer before any form of Intimate Care can be undertaken. All those staff working with the child should know that permission has been given before undertaking any Intimate Care. (Appendix: A)

Signed – *Mrs Kossowicz*

Reviewed: November 20224

Due for review: November 2025

Appendix A

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's Name:

D.O.B.:

I give permission to Langham Village School to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing, toileting etc.

I will advise the Head teacher of any medical complaint or reasons my child may have which affects issues of intimate care.

Name:

Signature:

Relationship to Child:

Date: