BURE PARK PRIMARY SCHOOL

INTIMATE CARE POLICY

Teamwork, Honesty, Kindness

ROLE	NAME	DATE OF RATIFICATION
Co-ordinator	NIcola Hemmings and Charlie Wright	21.10.26
Headteacher	Sarah Moon	21.10.26
Chair of Governors	Alastair Deacon	21.10.26

Next Review	October 2027

General principles and aims

All children at the Bure Park Primary School have the right to be safe and be treated with dignity, respect and privacy at all times to enable them to access all aspects of school life. 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 Policy, Special Educational Needs Policy and Supporting Children with Medical Conditions Policy. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) framework April 2017 and the Equality Act 2010.

At Bure Park Primary School we 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 unless an agreement has been made with the parent/carer;

• adjustments will be made for any child who has delayed continence.

Intimate Care Tasks

The definition of Intimate Care is taken to mean any physical care undertaken by a member of staff in order to support the individual needs of a child. This may include:

• Dressing and undressing a child,

• Incontinence care,

• The removal, change and safe disposal of incontinence pads or nappies.

• The toileting, wiping and care of the genital and anal areas.

Each aspect of intimate care will be carried out by named members of staff who have undergone appropriate training and instruction and are aware of best practice guidelines

Partnership Working With Parents/Carers and Pupils

The toileting needs of individual children will be discussed at an initial meeting when the child is due to start school. Parents/carers are made aware that staff are on hand to offer advice on how to toilet train or are put into contact with relevant support services if needed. Parents/Carers are also asked to inform the school of any medical condition which may affect their child's toileting needs or require any other intimate care.

On entry into the school, or when circumstances lead to the introduction of an Intimate Care Plan, each child will be assessed to ascertain their individual needs. This assessment will involve the child's parent/carer, the class teacher and either the Special Educational Needs Coordinator or a member

of the Senior Leadership Team. Careful consideration will be given to each child's situation to determine how many adults will be needed to support, and which adults will be named as support. When possible, a small number of familiar adults will share responsibility for supporting Intimate Care. Parents/carers will be expected to provide some or all of the items which are required to carry out the child's Intimate Care Plan. This may include:

- A change of clothes

• Incontinence pads / nappies

• Wipes

• Cream/Medication needed for conditions such as nappy rash.

Communication between staff, parents/carers and the child is paramount; the procedure should be clearly explained to the child and they will be fully aware of the tasks that the adult is responsible for and the tasks which they are required to complete independently. A child's dignity will be respected at all times. In the event of situation where the child requires to be washed more thoroughly than the school is able to provide, parents/carers will be called. However, parents will not be routinely called to take care of the child's intimate care needs. Where necessary, intimate care plans will be reviewed and additional advice will be requested from health professionals.

Providing Intimate Care

Bure Park Primary School is committed to respecting and promoting the independence and privacy of every child. Any intimate care that is required will be carried out sensitively and with professionalism. There shall be a high awareness of child protection issues and any concerns will be discussed immediately with a Designated Safeguarding Lead. When dealing with a child who requires support in any of these areas, staff will carry out such duties with the utmost respect. Children will be actively encouraged and supported in attaining the highest level of independence. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account the child's age and stage of development and any additional medical needs. In line with this, each child will have an Intimate Care Plan (Appendix A), promoting independence and dignity at all times. Where appropriate targets may be set which will be discussed with the child and parent/carers. Staff members will support the child's progress in meeting these targets. Any targets made will be reviewed each term with the aim of removing the Intimate Care Plan and the child achieving independence in their intimate care.

Bure Park School has modern toilets which are fully accessible to the people whom access the site, including disabled and wheelchair users. We have access to an additional fully enabling toilet facility within school which incorporates adapted hand washing facilities, an enabling toilet, height adjustable changing bed and hoist.

During the school day, children who have an Intimate Care Plan will be supported as frequently as is needed. When a member of staff is made aware that a child needs additional support, this will be done as soon as is reasonably practical. Any time intimate care is given, this will be recorded on an 'Intimate Care Record ' (Appendix B). Members of staff who carry out the Intimate Care Plan of any child will need to adhere to the following:

• Class teachers will need to be informed before any child is taken to the toileting facility.

• Gloves will be worn before the start of any procedure and remain on until the end of the procedure, aprons to be worn when appropriate.

• Where possible, two members of staff will be responsible for the changing of an individual child. Individual circumstances will be discussed and agreed with parents/carers and will form part of the Intimate Care Plan.

• Soiled incontinence pads/nappies, wipes and all other waste will be placed in a bag, the bag will be tied and placed in the sanitation disposal bin provided (in line with the Environmental Protection Act, 1990).

• Gloves and aprons if used will be removed and placed in the sanitation disposal bin

• Staff and children will wash their hands following any Intimate Care support.

• Record all Intimate Care support on an 'Intimate Care Record ' (Appendix A).

Throughout the process, staff will communicate with the child in order to place the child at ease. If applicable, the adult will support the child in working towards any targets that have been outlined in the child's Intimate Care Plan.

Safeguarding

Members of staff will have regard to the Bure Park Primary School Safeguarding Policy at all times. Where there is any difference to the intimate care plan in the care provided, a member of the Senior Leadership Team will be informed as soon as possible and parents/carers will also be either called or informed at the end of the day as appropriate. If a member of staff is concerned about any physical or emotional changes in a child such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will be followed. If an allegation is made against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Bodily Fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff will wear protective clothing (disposal plastic gloves and aprons) and wash their hands thoroughly afterwards. Soiled children's clothing will 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 practical steps to prevent and control the spread of infection

Links to other policies

The intimate Care Policy should be read in conjunction with our policies for:

SEND

Child Protection and Safeguarding Policy

INTIMATE CARE PLAN
for children wearing nappies/pull-ups/regularly soiling in school

Child's Name	
Date of Birth	**Age**
Gender:	
Class	**Class Teacher/s**

Completed by: _____ (Member of staff)

Date of plan: _____ **Date to review plan:** _____

Type of care required (Highlight):

Nappy changing Pull ups changing Assistance to use the toilet

Assistance to change clothes after soiling

□ Other, please state:

Who will change the child?

If more than one, state why:
Two adults will change her/his nappy/pull up due to safeguarding

How will the child be changed?

He/She will be encouraged and supported in changing own personal and hygiene care when/as soon as they are able too.

The changing of nappies/pull ups will take place in the Personal Care Room

Additional equipment required: □ No X Yes Please highlight as appropriate	
Who will provide the resources? Highlight Nappies X Parents/School Pull Ups X Parents/School Nappy sacks X Parents/School Wipes X Parents/School	Disposable gloves X Parents/School Spare clothes X Parent/School Spare underwear X Parents/School

How will the changing occasions be recorded and if/ how this will be communicated to child's parent/carer? Staff to complete a Record of Intimate Care Intervention Form and feedback to Mum on collection at the end of the school day.
Agree a minimum number of changes 3 changes then a phone call to home regarding possible illness
How will the child be encouraged to participate in the procedure? (What can the child do for themselves?) He/She to be taken to the toilet and encouraged to use the toilet.
Any other comments/ important information eg. medical, religious or cultural information : N/A

This plan has been discussed with me and I agree to change my child at the last possible moment before he/she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

Signed:

_____

Parent/ Carer’s Full Name:

_____