

Policy Review Date	January 2020
Signed	R Robinson

“Love your neighbour as yourself.”

## Intimate Care Policy

### Aims

- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To recognise ‘intimate care’ includes attending to toilet accidents/medical conditions causing soiling/menstruation soiling/supervising toileting habits/attending to intimate care requirements as a result of vomiting
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure children feel safe and secure.
- To ensure children are respected and valued as individuals.
- To ensure intimate care procedures minimise any risks associated with intimate care.
- To ensure the procedures are non-discriminatory and that parents of children with disabilities are not asked to do more than their peers who do not have children with disabilities.

### Procedures

All staff carrying out intimate care of children in the school must be aware and follow the procedures and advice outlined below:

- Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper.
- Ensure they are aware of the child protection policy and procedures in place within the school. If concerned about a child’s actions or comments whilst carrying out intimate care, staff should record this on the appropriate form (Appendix A – Intimate Care Log) and discuss with the schools designated person for child protection.
- Children who need changing during lesson time or lunch and break times due to a toileting accident and/or the child is not toilet trained, he/she should be changed in the nearest appropriate toilet or the disabled toilet to allow for privacy and/or supervision.
- Children still undergoing toilet training should have all necessary materials (e.g. nappies, wipes, change of clothing etc) provided, after discussion with school about appropriateness/need, by the parents
- There should **ALWAYS** be 2 adults present when dealing with an intimate care issue. This will usually involve 1 adult supporting the child and the other adult observing to ensure safe procedures are followed
- Consider the dignity of the child and allow them to make a decision on how they are assisted. Ask the following if relevant:
  - ❖ Would you like some help?
  - ❖ Would you like me to help you?
  - ❖ Would you like me to come with you and wait outside the door in case you need any help (NB If staff suspect soiling and it is denied by the child the matter should be referred to the parent for advice – usually a telephone call. Forcing the child to ‘prove otherwise’ is unnecessary and unwise. However, so is allowing children to

sit in soiled clothing. If needed an executive decision by the Headteacher (HT) will be made to send the child home or force parents to collect and deal themselves)

- ❖ A child's refusal to allow themselves to be changed will result in an immediate telephone call to inform parents. Parents can choose to visit the school to change the child or take them home to change – then return to school
- Ensure another member of staff, preferably the class teacher if during lesson time, knows that you are withdrawing the child and why.
- Speak to the child by name and explain what is happening. Ensure privacy appropriate to the child's age and situation.
- If children can change themselves, wait outside the door with the younger children and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult. Professional judgement should be used.
- Be aware and responsive to the child's reactions if assisting with intimate care.
- Ensure any religious and cultural values are taken into account.
- Ensure spare clothing is readily available e.g. Reading room, KS1 girls' toilets, disabled toilets
- If washing is required, use a disposable cloth. Encourage the child to wash any intimate parts of the body with wipes (held in KS1 girls' toilet and disabled toilet).
- Any injuries needing intimate care should be dealt with sensitively. The HT or AHT or SENCO should be called in such circumstances and parents may be requested to attend as appropriate.
- Gloves should be used in assisting in any form of intimate care (kept with wipes).
- Dispose of any used items appropriately. (Nappy sacks with wipes - Blue Bins outside)
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the classroom (caretaker's room).
- Inform the caretaker if any cleaning has occurred.
- If a child has need of support or reassurance after the incident, an appropriate space should be used.
- Record all incidents of intimate care on the record sheet and send a note to parents if the child has been assisted in any way (Appendix B)
- Confidentiality should be maintained at all times between child, school and parent/carer.
- Staff with concerns over any aspect of intimate care should discuss these with the HT or AHT or SENCO

### **Regular Occurrences**

- If the child has an ongoing problem that requires intimate care prevention, the HT, AHT or SENCO should be informed so arrangement can be made with the parent/carer for long term resolution of the difficulties.
- Children with special medical needs who need changing on a daily basis will have a separate record where the date and time is noted and the signature of the staff member is kept on record. Parents of these children will be aware of the procedure and will not receive a note every day.

### **Parents and carers**

- If the child has been assisted with intimate care, parents will be informed via a standard letter held in the office/reading room. Alternatively a telephone call may be more appropriate e.g. periods starting

- Parents will be made aware of the procedures in the school brochure and will be able to view the policy at any time.

### **School visits and trips**

- If the Unisex Disposable Urinal has been used while on a coach going to or from a school trip, then parents will be informed through the Informing Parents letter (Appendix B).
- Before the trip the Toilets on Coaches letter will be distributed to all parents/carers (Appendix C)



Appendix B

Date

Dear

**Re: Informing parents of an intimate care issue for**

This is a courtesy letter to inform you that your child had a toileting accident today at school. The matter was dealt with swiftly and sensitively by.....in accordance with our Intimate Care Policy

We have returned the clothing for washing. Please wash and return any items borrowed from the school at your earliest convenience. If you wish to discuss the matter further please contact the school office.

**Schools Trips**

If your pupil was on a school trip and they used the Disposable Urinal (Unisex) the adult who supported your child was.....in accordance with our Intimate Care Policy.

Yours sincerely

Mr Tom Snowdon  
Headteacher

## Appendix C

### **Toilets on Coaches:**

- Due to safety reasons the toilet cannot be used whilst the coach is in transit
- The coach service has informed the school that in case of emergency on a dual carriage way, the coach can only stop at a layby
- Coach drivers are not allowed to stop on the motorway

We will carry TravelJohn Disposable Urinal (Unisex) with us in case a child needs to use the toilet while the coach is in transit.

A blanket will also be available on the coach to allow privacy for the child when using the disposable urinal.

How they work:

TravelJohn Disposable Urinal has a key ingredient called Liqisorb which is a combination of an exclusive biodegradable non-woven fabric pouch containing a biodegradable substance that immobilizes bacterial growth quickly, absorbs the liquid waste and turns it into an odourless, spill-proof gel bag that is non-toxic and waste disposable safe.

Each pack contains 3x TravelJohn re-sealable bags – each capable of holding 800ml volume of liquid. The Liqisorb pouch inside the urinal bag instantly gels after absorption of liquid, making it leak proof, so no closure is needed. Each TravelJohn Disposable Urinal has a built-in volume indicator so it can be reused until it is full with 3 individual antiseptic wipes also supplied.

Features:

- Each pack contains 3 TravelJohn disposable urinals
- Leak-proof and hygienic
- Reusable until it is full – volume indicator included
- Unisex plastic collar – for easy handling
- LIQSORB technology contains anti-microbial agents – turns the liquid instantly into an odourless gel
- No closure needed, simply throw away
- Palm-sized, light weight and compact – making them ideal for storing in the tent, car, handbag or rucksack
- Each TravelJohn urine bag contains an antiseptic wipe