



# Intimate Care Policy

## Autumn 2022



Our Lady of Fatima Catholic Multi Academy Trust is a charitable company limited by guarantee registered in England and Wales under company registration number: 07696069 and registered address: St. Alban's Catholic Academy, First Avenue, Harlow, Essex, CM20 2NP.

# Our Lady of Fatima Multi-Academy Trust

## Intimate Care Policy

### Aims

- To ensure a whole school approach which ensures 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.
- 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 adhere to the Southend, Essex and Thurrock Child Protection procedures.
- 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.
- To ensure that our curriculum supports children's understanding of self-care.

### Procedures

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

- Any adult involved in intimate care should be a member of the school staff, not a student, trainee, volunteer or parent helper.
- Ensure they are aware of the Safeguarding 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 Child Protection Concern Sheet and discuss with the school's designated person for child protection (Catherine Bell or in her absence, Anne-Marie Black).
- 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 about appropriateness/need, by the parents.
- Two members of staff are needed to change a child - one to do the changing and one to ensure the safeguarding of both the child and the adult, within the same area.
- 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 help?**

If the staff suspect soiling and it is denied by the child, the matter should be referred to the child's parents for advice via a phone-call.

- Forcing the child to prove otherwise' is unnecessary. However, so is allowing children to sit in soiled clothes. If needed, an executive decision by the Head teacher will be made to send the child home or request the parent collects the child to deal with it 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 –and 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.
- For younger children who can change themselves, wait outside the door 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 children's reactions if assisting with intimate care.
- Ensure any religious and cultural values are taken into account.
- Ensure spare clothing is readily available.
- If washing is required, use a disposable cloth. If able encourage children to wash any intimate parts of the body themselves with wipes
- Any injuries needing intimate care should be dealt with sensitively. The Head teacher or Deputy/ Assistant Head should be called in such circumstances and parents will be requested as appropriate.
- Gloves should be used in assisting in any form of intimate care (kept with wipes).
- Dispose of any used items appropriately.
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the classroom.
- Inform the caretaker if any cleaning has taken place.
- If a child has need of support or reassurance after the incident, an appropriate space should be used.
- Record all incidents on the enclosed form and ensure an intimate care letter is sent to parents if the child has been assisted in any way. All completed intimate care record sheets should be kept in locked safeguarding cabinet.
- 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 Head teacher or Deputy/ Assistant Head.

### **Regular Occurrences**

- If the child has an ongoing problem that requires intimate care prevention, the School Nurse alongside the Head teacher and Deputy / Assistant Head should be informed so arrangements 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 members is kept on record. Parents of these children will be aware of the procedure and will not receive a letter 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 classroom/office.
- Parents will be able to view the policy at any time.

Date:

Dear Parent/Carer of: \_\_\_\_\_

**INFORMING PARENTS OF AN INTIMATE CARE ISSUE**

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

We have returned your child's 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 class teacher.

Yours sincerely

Ian Kendal  
Executive Head teacher



Our Lady of Fatima Multi-Academy Trust  
**Permission form for the Provision of Care**

Our Lady of Fatima Multi-Academy Trust has an Intimate Care Policy, detailing policies and procedures for managing intimate changing and cleaning of children, which is available from the school office or on the website.

If a child wets or soils themselves whilst they are at school, it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Staff are experienced in carrying out this task if you wish them to do so. Or if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Please fill out the permission slip below stating your preference for your child.

Yours sincerely,

Ian Kendal  
Executive Head teacher

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Name of Child:

Class:

I give consent for my child to be changed and cleaned by school staff if they wet/soil themselves and if they are unable change themselves independently whilst in the care of Our Lady of Fatima Multi-Academy Trust.

I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be changed and cleaned. I understand that in the event I (or the emergency contact) cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent / Carer: \_\_\_\_\_