



Policy for Managing Intimate Care  
Oasis Academy Shirley Park  
(Primary Phase)

**DATE OF THIS POLICY:** **June 2016 / Last Updated April 2023**

**Frequency of update:** **Annual**

**Due for revision:** **April 2024**

**Person responsible:** **Early Years Leader**

## **Oasis Academy Shirley Park Primary**

### **POLICY FOR MANAGING INTIMATE CARE**

#### **PURPOSE**

This document aims to provide clear principles and guidance on the issue of supporting intimate care needs in the school environment.

This policy should be read in conjunction with Oasis Academy:

- Safeguarding Policy
- Inclusion Policy
- Health and Safety Policy
- Teaching and Learning Policy
- Single Equality Plan

#### **RATIONALE**

Many children experience difficulties at times for a variety of reasons. Some children and young people are delayed in achieving continence, some may experience early puberty.

#### **AIMS**

- To safeguard the rights and promote the welfare of children;
- To provide guidance and reassurance to staff;
- To assure parents and carers that their child will have his/her needs met;
- To remove barriers to learning and participation to ensure inclusion for all children.

#### **PRINCIPLES**

“Every Child Matters” - all children must be welcomed and not excluded from any activities because of a delay in achieving continence. Neither will they be required to wait for parents/carers to arrive to attend to them or sent home to change.

#### **COMMITMENTS**

- To protect a child's dignity with a high level of privacy, choice and control;
- To promote independence wherever possible;
- To consult parents and carers, respecting their views and wishes and take religious and cultural values into account.

#### **DEFINITION**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age or special needs, for example care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. Also included is supervision of children involved in intimate self-care.

## **BEST PRACTICE**

As part of initial gathering of information from parents when a child starts school, staff will seek parental views on practices at home for their child. Parents will receive a copy of this policy, which will be included in the Parent Pack together with a form to sign and return to school, to say that they have received a copy. Parents will also be offered an opportunity to discuss their child's needs with an appropriate member of staff.

All children at Oasis Academy Shirley Park Primary who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff at Oasis Academy Shirley Park Primary will raise the child's awareness of any intimate care procedures before they take place by the use of objects of reference, symbols, signs, gesture and verbal explanation as appropriate. All intimate care practices should be valued as part of that child's essential curriculum. They are an opportunity to develop independent and age-appropriate skills, increase dignity and raise self-esteem. Choice and decision making skills will form part of the process, e.g. "Do you want to go to the toilet or not?"; "Should we wash your hands or face first?"; "Can I help fasten your trousers?" Emphasis should be on teaching the use of the 'Help' symbol, dressing and toileting schedules, and these will be available for use at all times.

All incidents will be recorded in the intimate care book by the member of staff who attended to the child, stating what has happened. Parent/carers will be informed at the end of the day unless there is a need for them to be contact owing to the nature of the incident.

## **PROMOTING PERSONAL DEVELOPMENT**

- **Continence**

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to school. At Oasis Academy Shirley Park Primary we acknowledge that there may be children with longer term continence issues for whom an individual programme may need to be put in place. In addition, there may be children joining us in school who are at various points of developing their independence in toileting who may need short term support in this important area of personal hygiene.

No child will be refused a place at Oasis Academy Shirley Park Primary in relation to continence issues.

Oasis Academy Shirley Park Primary is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.

Staff behaviour is open to scrutiny and staff at Oasis Academy Shirley Park Primary will work in partnership with parents/carers to provide continuity of care to children.

- **Menstruation**

Should a pupil at Oasis Academy Shirley Park Primary start their menstrual cycle then everything within this policy would appertain to the procedures, care, dignity and support for that pupil.

## **HEALTH AND SAFETY**

Children may be changed in any of the toilet areas throughout school, depending on the location of their classroom.

Appropriate resources provided:

From Home

1. Nappies/pull-ups
2. Wipes
3. Spare clothes

In School

1. Disposable gloves and aprons
2. Spare wet wipes
3. Where necessary, spare nappies and/or pull-ups
4. Nappy sacks
5. Clinical bin for disposal of nappies
6. Spare underwear
7. Plastic bags for wet/soiled clothing
8. Antibacterial cleanser
9. Air freshener

From Home (Menstruation)

1. Sanitary wear
2. Wipes if appropriate
3. Spare clothes

In School

1. Sanitary wear provided
2. Disposable gloves
3. Clinical bin for disposal of pads
4. Plastic bags for soiled clothing
5. Antibacterial cleanser and warm water

If a child accidentally wets or soils him/herself they will be attended to in the toilet area usually used by that child. Staff involved in this procedure will be expected to wear disposable gloves. All children will stand up for all procedures of intimate care, even very young children.

Wet or soiled nappies, gloves and aprons and any items used for cleaning the changing area will be disposed of in the medical waste bin provided. The medical waste bin is located in the first aid area in the main hall. Wet or soiled underwear/clothing will be returned to parents. Temporary storage of these will be in a tied bag hung on a child's peg. The changing area will be cleaned after use. Hot water and liquid soap will be available to wash hands as soon as the task is complete. Paper towels will be available for drying hands.

## **SAFEGUARDING**

At Oasis Academy Shirley Park Primary we have no anticipation that the intimate care of a child either in nappies or otherwise should raise any safeguarding issues as all staff are checked through the Disclosure and Barring Service. In addition, all staff have received Safeguarding Training from LSCB. Therefore it will be normal practice for only one adult to be involved in attending to a child's personal needs with another adult when possible (we have always had 2 people). The person/people attending to a child will always be a member of the school staff.

At all times staff will be encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities within school. If any marks or injuries are noticed on a child during changing these will be reported following Oasis Academy's procedures outlined in the Safeguarding Policy and inter-agency child protection procedures. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding through PSHCE.

## **SUPPORT FOR STAFF**

All staff should be aware of the policy and guidelines for providing intimate care for children. There should be regular opportunities for them to raise any issues and share concerns. Staff will be offered training where appropriate.