



Excellence, Respect, Friendship

CAWSTON GRANGE PRIMARY SCHOOL

Cawston Grange Primary School Intimate Care Policy

Introduction

Cawston Grange Primary School is committed to ensuring that all learners requiring assistance with personal care, including toileting, receive the necessary support in a safe, secure, and dignified manner. We acknowledge that some learners may require such support due to their developmental stage, medical needs, or disabilities.

Aim

This policy aims to provide a clear framework for staff to ensure the safety and dignity of learners needing intimate care support. It also clarifies the expectations of learners and their families regarding the support provided by the school.

Principles

Cawston Grange Primary School is dedicated to:

- Treating learners as individuals with respect and dignity.
- Encouraging independence in personal care whenever possible.
- Consulting learners and their families about their personal care needs.
- Providing consistency of care.

School Responsibilities

1. Care Plans

- Individual care plans will be developed in collaboration with parents/carers and relevant healthcare professionals.
- Plans will be reviewed annually or earlier if the learner's needs change.

2. Reception Children Not Yet Toilet Trained

- The school will signpost parents to appropriate support, including the school nursing team, and work collaboratively with parents to help the child develop independent toileting skills.
- Parents should inform the school at the point of transition if their child may still need support with toileting.

3. Occasional Support for Accidents

- For occasional support, where no care plan is required, an intimate care record will be maintained in each reception classroom and in the school office for the rest of the school.
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- Parents will be informed verbally at the end of the school day, with recognition of the child's dignity and confidentiality.
- Staff will ensure that information regarding the changing is passed on discreetly and respectfully.

4. Ongoing Support with a Care Plan

- Pupils with ongoing support needs will have an individual intimate care record kept in their classroom in a private location agreed upon by the class teacher and staff involved in their care.
- Parents are welcome to view the record at any time upon request.

5. Offsite Visits

- Staff will consider care needs when planning and risk assessing trips to ensure that intimate care needs do not form a barrier to including everyone in the experience.
- Appropriate provisions will be made to accommodate the needs of learners requiring intimate care during offsite visits.

6. Refusal of Intimate Care Assistance

- Staff will never impose support on a child who refuses intimate care assistance.
- If a child is in clear need of assistance but refuses it, school staff will contact parents for support.
- The school will never knowingly leave a child without support.

7. Responding to Signs of Distress

- If a child shows signs of distress or discomfort during changing, staff should seek additional support and report concerns to the Senior Leadership Team (SLT) and parents. This applies to all pupils receiving intimate care support to ensure their well-being and dignity are maintained at all times.

8. Staffing

- Only staff members who have undergone appropriate safeguarding checks and training will provide intimate care.
- Generally, one adult will provide intimate care, ensuring that another member of staff is informed beforehand that they are leaving the classroom to provide intimate care.
- Wherever possible, regular intimate care will be provided by the same agreed staff members.

9. Confidentiality

- Personal and sensitive information will only be shared with those who need to know.

10. Emergency Situations

In emergencies where prior consent is not possible, parents/carers will be informed as soon as possible, and the incident will be documented.

11. Record Keeping

A written record will be maintained, detailing the date, time, and staff involved in providing care. Any deviations from the care plan or concerns will be documented and reported to senior staff.

12. Supporting Non-Verbal Pupils

Staff will receive appropriate training to support non-verbal pupils, which may include the use of Makaton, Communication in Print symbols, and other communication aids.

Intimate Care Procedures

- Staff should only provide intimate care in a suitable environment that provides privacy, this would usually be the children's toilets or a disabled toilet.
- Staff should always explain the procedure to the child and ensure their comfort.
- The child's dignity should be preserved by using privacy screens where appropriate.
- Staff should encourage children to be as independent as possible.
- Staff must wear appropriate PPE (e.g., gloves, aprons) during care.
- The area and equipment should be cleaned after use with approved cleaning agents.

Accessible Changing Table Procedures

1. Safety Checks

- Ensure the assisted changing table is in good condition and regularly checked for safety compliance. If staff have any concerns about the safety of the equipment, it should not be used and the defect should be reported immediately to the School Business Manager.

2. Training

- Staff must be trained in using the changing table, including safety features and correct lifting techniques.

3. Procedure

- Explain the procedure to the pupil and ensure they are comfortable.
- Use appropriate lifting techniques and equipment to transfer the pupil to the changing table.
- Maintain communication with the pupil throughout the process to ensure their comfort and dignity.
- Ensure all supplies (wipes, nappies, gloves) are prepared and within reach before starting the procedure.
- Clean the changing table after each use with approved cleaning agents.
- Document each instance of intimate care provided, noting any observations or concerns.

Parent/Carer Responsibilities

- Provide all relevant information about their child's needs.
- Ensure school is equipped with necessary supplies.
- Collaborate with the school in developing and reviewing the care plan.

Learner Responsibilities

- Be as involved as possible in their own care.
- Communicate their needs to staff.
- Report any concerns or discomfort to a trusted adult.

Related Documentation

This policy should be read alongside the following related policies:

- Safeguarding Policy
 - SEND Policy
 - Supporting Children with Medical Needs Policy
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Appendix 1 – Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
Which staff will routinely provide care	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed annually

Next review date:

To be reviewed by:

Appendix 2 – Intimate Care Record (Individual)

Child's name: _____

[illegible]

Appendix 3 – Intimate Care Record (Class)

<u>Child's name</u>	<u>Date</u>	<u>Time</u>	<u>Adult</u>	<u>Comments</u>

