



St John's Priory School  
**Banbury**

## **INTIMATE CARE POLICY**

**Applies to Whole School, including the Early Years Foundation Stage (EYFS),**

**Legal Status:**

This policy has due regard to all relevant legislation and statutory guidance, including but not limited to, the following:

- Independent School Standards) Regulations 2014 (ISSR), as amended,
- Childcare Act 2006
- Equalities Act 2010
- DfE (2024) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Working Together to Safeguard Children'
- DfE (2023) 'Keeping children safe in education'

**Applies to:**

- Whole School, including the Early Years Foundation Stage (EYFS), along with all activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), pupils on placement, the Proprietors and volunteers working in the school.

**Availability:**

This policy is available on request from the School Office

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headmistress.
- The Proprietors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

**Signed:**

Michelle Jenkin, Headmistress

**Date: 16<sup>th</sup> February 2024**



Giorgio Mystkowski, Proprietor

**Date: 16<sup>th</sup> February 2024**

**Review date February 2025**

**Related Documents:**

- Safeguarding Policies
- Supervision of Children Policy
- Whistleblowing Policy
- Health and Safety Policy

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## **INTRODUCTION**

At St John's Priory School, we recognise that all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time school. With the development of more early years' education and the drive towards inclusion, however, there are children who are not fully independent. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Difficulties with continence severely inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential. We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes ensuring suitable changes of clothing and attending to continence needs of our pupils where necessary.

### **Aims**

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and St John's Priory will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Safeguarding Children Policy)

### **Categories of intimate care**

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Supervision of a child involved in intimate self-care

### **Principles of intimate care**

The following are the fundamental principles upon which the Policy are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

## **Role and responsibilities**

The Head of Early Years will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.

The Senior Leadership team will ensure that all practitioners follow the school policy.

Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Headmistress for further referral if appropriate.

## **Pupils' Needs**

The staff work hard to build effective relationships with the parents and carers of the children attending our School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum.

Any child who has personal care or continence needs will be attended to. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness e.g., sickness and diarrhea, or when a child refuses to let a member of staff help change their clothing.

## **Care Plans**

Where a pupil has particular needs (e.g., wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health care professionals, if appropriate) to set out a care plan to ensure that the child is able to maintain regular attendance. The written care plan (see Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence
- Where changing will take place
- What resources and equipment will be used (cleansing agents used or cream to be applied?) and clarification of who is responsible (parent or school) for the provision of the resources and equipment
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

## **Care Plan Agreements**

Where a care plan has been agreed, the responsibilities/expectations that each party has for the other will include:

### The parent

- agrees to ensure that the child is changed at the latest possible time before being brought to School
- will provide the School with spare nappies or pull ups, toiletries, cleaning products, etc and a change of clothing
- will agree the procedures that will be followed when their child is changed at school – including the use of any cleanser or wipes

- agrees to inform the School should the child have any marks/rash
- agrees to a 'minimum change' policy i.e. the School would not undertake to change the child more frequently than if they were at home
- agrees to review arrangements as necessary

#### The School

- will change the child during a single session should the child soil themselves or become wet
- agrees with the parents/carers how often the child would be changed should the child be staying for the full day
- will monitor the number of times the child is changed in order to identify progress made
- will report to the parent/carer the number of times the child is changed and the details of the change
- will report should the child be distressed, or if marks/rashes are seen
- will review arrangements should this be necessary.

This agreement will help to avoid misunderstandings that might otherwise arise and help parents/carers feel confident that the School is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the School will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional should be involved in forward planning.

## **PERSONAL CARE PROCEDURES**

The staff at St John's Priory will follow agreed procedures (Appendix C) when attending to the care or continence needs of any pupil within the School, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.



### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (Appendix D) to protect both the child and the member of staff.

### **Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns. DBS checks are carried out to ensure the safety of children with staff employed in our School. If there is known risk of false allegation by a child, then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised. Wherever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

## APPENDIX A - INTIMATE CARE PLAN

		<h3>INTIMATE CARE PLAN</h3>			
Name of child:					
Name of person(s) to change the child:		Name of person(s) to change the child if main adult is unavailable:			
Where changing will take place:					
Which equipment and resources will be used:		Equipment and resources to be provided by parent/carer:			
Training requirements for staff:					
Disposal of product:		Infection control measures:			
Special arrangements for trips / outings:					
Plan review date:					
Signed: Head of Early Years		Date			
Signed Parent/Carer		Date			

- If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.
- If the child is unduly distressed, a member of staff will contact the parent/carer.



## APPENDIX B - INTIMATE CARE PLAN AGREEMENT

### INTIMATE CARE PLAN AGREEMENT

The parent/carer:

- I agree to ensure that the child is changed at the latest possible time before being brought to the School.
- I will provide the setting/school with spare nappies or pull ups and a change of clothing.
- I will provide any equipment /resources listed on the Intimate Care Plan for my child.
- I understand and agree the procedures that will be followed when my child is changed at school - including the use of any cleanser or wipes.
- I agree to inform the School should the child have any marks/rash.
- I agree to a 'minimum change' policy i.e., the school will not undertake to change the child more frequently than if they were at home.
- I agree to review arrangements, as necessary.

The School:

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet.
- We agree to use the equipment /resources listed on the Intimate Care Plan for the child.
- We agree to monitor and report the number of times the child is changed in order to identify progress made.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements, as necessary.

Signed:  parent/carer	Date:
Signed:  For the School	Date:

## **APPENDIX C - PERSONAL CARE PROCEDURES**

The staff at St John's Priory will follow the agreed procedures:

- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products and adhere to health and safety procedures (Appendix D).
- Report any marks or rashes to parents and Head Teacher if appropriate.
- Inform parent/carer that a continence issue has arisen during the session.
- Contact a parent/carer only where soiling is severe and/or linked to illness e.g., sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Ensure that privacy and dignity are maintained during the time taken to change the child.

## **APPENDIX D - HEALTH AND SAFETY PROCEDURES**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be appropriately wrapped and placed in a hygienic disposal unit.
- Changing area to be cleaned after use.
- Use hot water and soap to wash hands as soon as the task is completed.
- Use paper towels available for drying hands.