



Gosberton House Academy Policy for Intimate Care 2024-2025

1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

Definition

Intimate care

3. Role of parents/carers

Communication with parents/carers

The needs of our children are such that they are very often not toilet trained when they start school. This is a conversation that families have at the start of their child's time at GHA, usually with Reception class staff or Key Stage One staff. Families will be informed via Tapestry if children have required intimate care (toilet training or toileting accidents). Parents/carers of new starters to the academy will be asked to sign a consent form (Appendix 1).

For children whose needs are more complex or who need particular support above toilet training and occasional toileting accidents, an intimate care plan will be created in discussion with parents/carers (Appendix 2).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure. If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when appropriate) and relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately. Subject to their age and understanding, the preferences of the child will also be taken into account. The plan will be reviewed annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 2 for a blank template plan.

Sharing information

The academy will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed. Tapestry is our main form of communication with families.

4. Role of staff

Teachers, teaching assistants and apprentice teaching assistants may carry out intimate care procedures. If this is detailed in their job description they can be expected to do this, if it is not then they can be asked to do so. No other staff members can be required to provide intimate care.

Whilst staffing capacity does not allow for 2 members of staff to support intimate care as a matter of course, to ensure safety, 2 members of staff will support with the intimate care of children who may need additional support for physical reasons or if they have been known to make allegations about staff.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular statutory safeguarding training
- GHA induction
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene, and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

How procedures will happen

Familiar members of staff will carry out intimate care procedures. Some intimate care procedures (routine toileting throughout the day, nappy changes, cleaning after a soiling or wetting accident) are commonplace throughout school due to the complex needs of our children. These procedures may be carried out, discreetly and always protecting the child's dignity, in any of the

large toileting areas throughout school. Children will be given as much autonomy and independence as possible.

GHA will provide staff with: protective personal equipment – gloves, aprons, changing mats, nappy bins.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, wipes, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day. In the event that the clothing is unsalvageable, this will be explained to families.

6. Safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads, and also ensure it is correctly recorded on CPOMS.

- If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the academy's safeguarding procedures.

7. Monitoring arrangements

This policy will be reviewed by Katharine Saywell, Principal, annually. At every review, the policy will be approved by the governing board.

8. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND Policy

Policy updated:

Katharine Saywell, September 2024

Next review: September 2025

Appendix a:



GOSBERTON
HOUSE ACADEMY



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LINCOLN

Gosberton House Academy
Intimate care: parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be washed and changed in case of a toileting accident.</p> <p>Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed.</p> <p>I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort, dignity and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Appendix b: Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
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 ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	