



# Crown Wood Primary School

## **Intimate Care Procedure**

Crown Wood Primary School is part of the Greenshaw Learning Trust.  
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.



## Intimate Care Policy

**Date approved:** January 2025

**Date of Next Review:** January 2028



### Article 3

The best interests of the child must be a top priority in all things that affect children.

This Intimate Care Policy applies to Crown Wood Primary School and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the Executive Headteacher and/or Board of Trustees.

This policy is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict, then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Executive Headteacher should be consulted.

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This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Special Educational Needs Policy

## **Introduction**

At Crown Wood Primary School, we recognise all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time school, while others will not yet be fully independent. Some children will remain dependent on support for personal care in the long term, while others will 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 and can severely inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding while at school are more able to access the whole curriculum and be included in all aspects of school life.

## **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 Crown Wood Primary School will work to:

- Ensure that pupils are not discriminated against in line with the Equalities Act 2010
- Provide support to pupils in becoming fully independent in personal hygiene
- 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
- 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)

## **Pupils' Needs**

The staff will work hard to build effective relationships with the parents and carers of the children attending Crown Wood Primary School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents and carers to ensure each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases 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.

## **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 visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily. The written care plan will include:

- Who will change the child including back-up arrangements in case of staff absence or changes
- 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, and 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

Should a child with complex continence needs be admitted, an appropriate health care professional (e.g. School Nurse or Family Health Visitor) will be closely involved in forward planning.

### **Care Plan Agreements**

In these some circumstances, it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other. This will include:

The parent agreeing to:

- ensure that the child is changed at the latest possible time before being brought to the setting
- providing the setting/school with spare nappies or pull ups and a change of clothing
- procedures that will be followed when their child is changed at school – including the use of any cleanser or wipes
- inform the setting/school should the child have any marks/rash
- a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.
- review arrangements should this be necessary

The school agreeing to:

- change the child during a single session should the child soil themselves or be uncomfortably wet
- how often the child would be changed should the child be staying for the full day
- monitor the number of times the child is changed in order to identify progress made
- report should the child be distressed, or if marks/rashes are seen
- review arrangements should this be necessary

### **Personal Care Procedures**

The staff at Crown Wood Primary School will follow agreed procedures when attending to the care or continence needs of any pupil within the setting, 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 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 and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings / schools have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. However, 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 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. Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) or a Deputy for further referral if appropriate.

### **Monitoring and Review**

The SENCO / Inclusion Leader will take responsibility for monitoring this policy and will check agreed procedures are being followed and are meeting the needs of children and families. It is the SENCO / Inclusion Leader's responsibility to ensure that all practitioners follow the school policy.