

St. Margaret's Anfield Church of England Primary School

Jesus said, "Love one another as I have loved you" (John 13:34). Therefore, by faith and work, be the change you want to see.

With God, all things are possible.



Intimate Care Policy

M Bishop

Version	Date	Action	Review Date
Version 1	November 2019	Adopted by Governing Body	November 2022
Version 2	February 2023	Appendix added	February 2024
Version 3	March 2024	No changes	March 2025

Introduction

At St. Margaret's Anfield Primary School we understand that each child develops at different rates and therefore may require additional support. While generally children develop continence before starting full time school, this is not always the case for varying reasons. Children and families may feel there is a stigma associated with requiring additional support which can cause embarrassment and stress. However, at St. Margaret's we feel that this should not be the case nor should this prevent children from accessing their education. Therefore we are committed to ensuring that any child who may require additional support with toileting should be provided this in a sensitive and understanding manner.

Aims

All children have the right to be safe, treated with dignity, respect and to access their education. St Margaret's Anfield Primary School will;

- Follow the Equality Act 2010 to ensure children are not discriminated against
- To provide care sensitively and with dignity
- To help develop personal hygiene and independence
- To work together with parents/carers when intimate care is required
- To ensure staff follow guidelines that protect themselves and the children

Pupil Needs

All children have individual needs, therefore St. Margaret's staff aim to work closely with the child and their families to identify when additional support may be required. In cases where additional care is required a personalised plan will be created and agreed in collaboration with all involved. While each plan will be tailored to the individual child, all will require the sensitivity and understanding of the staff involved and must acknowledge that in some circumstances parents/carers may be called upon to provide the intimate care for their child.

Care Plans

Each plan must;

- Include the child's current situation in regards to toileting
- Include the timings or frequency of changes or checks
- Any additional documentation required
- Identify the staff who will be responsible for each aspect of the care provided, including backup/cover procedures
- Materials required and who will supply them
- Parent/carer responsibilities in extreme circumstances

Care Plan Agreement

If a care plan is deemed necessary each partner involved must agree to fulfil their part stated in this policy and within the plan. This will include:

The Parent/Carers

- Contributing and reviewing the care plan when required
- Ensuring the child's intimate care has been attended to before arriving at school
- Provide the materials agreed and in a timely manner, including spare clothes
- Ensuring school are aware of any marks, rashes or illness the child has
- To provide intimate care for the child when requested by school
- Accept support from external services when required

The School

- Collaborate with the parent/carers and child, when appropriate, when creating and reviewing the plan
- Follow the procedures outlined within the plan
- To report any marks, rashes, illness or signs of distress
- To ensure monitoring and progress is recorded appropriately
- Accept support from external services when required

The child – when appropriate

- To contribute to the plan
- To notify adults when care is required
- To accept support in developing their independence

The agreement ensures that all partners take responsibility for the health and care of the children. It aims to enable all partners to trust the school is taking a holistic approach to addressing the needs of our children.

Procedures

When involved in intimate care, school staff must ensure they follow Safeguarding procedures, ensuring they are providing the intimate care in the company of another member of staff, complete any reporting/documentation outlined within the plan and report any concerns to the Designated Safeguarding Lead immediately.

They must follow Health and Safety procedures by using the correct protective equipment, cleaning products, disposing of waste accordingly and follow manual handling procedures where applicable.

Monitoring and Reviewing

- Each plan must be reviewed regularly by a member of the Welfare team, the parent/carer and the child, when appropriate.
- The SENDCo or Welfare Lead will be responsible for ensuring staff follow the procedures and policies.
- The policy runs alongside other school policies including: Safeguarding, SEND and Health and Safety and will be reviewed in light of changes to such policies.
- The policy will be reviewed in line with the school procedure for policy reviews.

Hello I am *Name*

I need support in learning a toilet routine.



- The grown-ups looking after me in the classroom need to remind me to go to the toilet at the times on my chart.
- To help me build a routine, the grown-ups will need to fill in the chart.
- When I go to the toilet I will need prompting with my clothing.
- I sit down on the toilet while I am learning to use it.
- I am just learning about using the toilet, so sometimes I might need changing. If I need to be changed the grown-up needs to call for one of the grown-ups on the list below and stay with them while they help me get changed.
- When I have finished sitting on the toilet I need prompting with my clothing.
- Then I can wash and dry my hands.

The grown-ups to call

First -

Second -

Third -

If we get stuck for someone to come and help you
can call for someone from SLT

Appendices 2 Example

Toileting plan for *Name*

Name currently wears pullups through the day and does not use the toilet independently. The classroom staff supervising *Name* are required to prompt *Name* at regular intervals throughout the school day to go to the toilet. This should enable us to encourage *Name* to begin using the toilet and allow for the adults to check if *Name*'s pullup requires changing.

To help establish an effective routine, a chart has been created with times given. There is space for the supervising adult to write if *Name* sat on the toilet, used the toilet successfully or required changing.

Name is aware but may need reminding of the process; lowering clothing, sitting back, pulling up clothing, flushing the toilet, washing his hands.

When *Name* is taken to the toilet he will need verbal prompting with clothing, and to sit on the toilet. On occasion *Name* may need physical support with his clothing.

Should *Name*'s pullup require changing, the supervising adult must call for one of the adults listed below, working down the list. They must also remain with the other adult while they are changing *Name*'s pullup.

First -

Second -

Third -

Fourth -

Appendices 3 – Example

Intimate Care Plan

Name of Child	
Name of Persons to change the child	
Name of Persons to change if main adult unavailable	
Where changing will take place	
What resources and equipment will be used	
Who will provide the resources and equipment to be used	
Training required for staff	
Disposal of product in	
Infection control measures	
Special arrangements for trips/outings	
When will the plan be reviewed	
Review comments	

If the child is distressed, a member of staff will contact the parent/carer.

Signatures: