EATON HOUSE SCHOOLS

INTIMATE CARE POLICY

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Introduction and Aims

Eaton House Schools are committed to safeguard and promote the welfare of the children and young people in its care.

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

This policy aims to ensure that:

- All staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times
- The dignity, privacy, rights and wellbeing of every child 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 child are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety and safeguarding protocols awareness) that protect themselves and the pupils involved

Legislation and Statutory Guidance

This policy complies with the Department for Education (DfE) statutory safeguarding guidance:

- Keeping Children Safe in Education
- Early Years Foundation Stage (EYFS) statutory framework

Role of Parents/Carers

Seeking Parental Permission

For children who need routine intimate care (e.g. for nappy changes or toileting accidents), parents will be asked to:

- Sign a consent form via parent portal during admissions process
- Provide an adequate supply of necessary items (e.g. nappies, wipes, creams, changes of clothing)

For children whose needs are more complex or who need particular support outside of what's covered in the consent form (if used), an intimate care plan will be created in discussion with parents/carers.

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 (where possible) and any 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. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

See appendix 2 for a template plan.

Sharing Information

The school will share information with parents/carers as needed to ensure a consistent approach. Parents/carers are expected to also share relevant information regarding any intimate matters as needed.

Role of Staff

The management of all children with intimate care needs will be carefully planned.

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, in line with Safer Recruitment Procedure.

Head of Nursery, Head of Schools and Designated Safeguarding Leads. will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans, where required
- Ensure staff receives regular safeguarding training as well as training on intimate care
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

Intimate Care Procedures

During nappy changes, toileting and any intimate care procedure, Eaton House Schools will balance children's privacy with safeguarding and support needs.

Staffing

All members of staff performing intimate care procedures have an enhanced DBS with barred list check. In general, 1 member of staff will be present with each child, except for circumstances where:

2 members of staff are needed to:

- Safely handle a child who needs to be assisted

In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support.

Male members of staff may be allocated to change female pupils or vice versa. The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parents/carers and pupil, if appropriate.

Arrangements

Procedures will be carried out in a designated changing area.

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the school will provide staff with:

- Protective gloves
- Cleaning supplies
- Changing mats and 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, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely and discreetly returned to parents/carers at the end of the day.

Instances of intimate care are reported to parents/carers daily.

Concerns About 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 DSL.

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 school's safeguarding procedures.

If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

Specific Procedures for Toileting Accidents

Where pupils are starting school without having been toilet-trained, staff will work with the pupil's parents/carers to agree on a care plan.

The school will record the number of soiling incidents in school, and liaise with the pupil's parent/carers about:

- The outcomes of relevant medical appointments attended by the child
- Whether there is a change in the pattern of soiling incidents, at home or at school
- Whether the current plan is working

Management of menstrual care (EHTM Girls')

All staff will be sensitive to the fact that:

- Girls at our school may start to menstruate
- While there is no shame or stigma attached to this, those pupils may wish to deal with it discreetly

The school will offer timely, sensitive and practical information to pupils about:

- Where the sanitary products are
- How to use and dispose of them correctly

Period products available to pupils can be found in the school nurse's office and in the Form 6 classroom cupboard.

Products available include [sanitary towels, tampons, spare pants]

Staff will not directly assist with the physical act of changing sanitary products unless specifically requested by the child and agreed with parents/carers in an individual care plan due to specific needs.

Age-appropriate education on puberty and menstrual hygiene will be provided as part of the PSHE curriculum.

Key Stage 1 and Beyond (Children and Young People Who Need Help Getting Changed

At Eaton House Schools, in addition to following the requirements of the EYFS framework, we also follow the NSPCC recommendations below when providing additional support to children who require assistance with changing or dressing:

- Encourage children of all ages to be as independent as possible – consider prompting and giving verbal help and encouragement before offering physical assistance.
- If it's necessary to give a child assistance, always do so openly and in sight of others.
- Be especially careful when helping children with underclothes, tights and swimming costumes.
- Where possible, the adults who are supervising children getting changed should be of the same gender as them.

Monitoring Arrangements

This policy will be reviewed every two years, or sooner if there are changes to relevant legislation, regulatory requirements, or guidance.

Appendix 1: Parental Permission for Staff to Provide Intimate Care

I understand that:

- I give permission to Eaton House Schools to provide appropriate intimate care support to my child. E.g. changing soiled clothing, washing and toileting.
- I will advise the Head Teacher of any medical reason my child may have which affects issues of intimate care.
- I understand that the intimate care provided for my child at Eaton House Schools will be given by familiar members of staff.
- I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.

Child's name:.....

Date of birth of child: .....

Class: .....

Parent/Carer name: .....

Signature: .....

Relationship to Child: .....

Date:.....

Address and Contact Details:.....

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.....

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Appendix 2: 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	