



The Gateway Primary Academy

Intimate Care Policy and Procedure

March 2025

Introduction

At The Gateway Primary Academy 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 drive towards inclusion however, there are the occasional pupils in mainstream educational establishments who may not be fully independent due to medical or special educational needs. 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 can 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 providing 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 The Gateway Primary Academy will:

- Ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- Provide help and 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 Child Protection and Safeguarding Children Policy)

Pupils' Needs

The staff work hard to build effective relationships with the parents and carers of the children attending The Gateway Primary Academy. 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 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 them change their clothing.

Intimate Care Plans (Appendix A)

Where a pupil has particular needs (eg 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 school nurse, if appropriate) to set out an intimate care plan to ensure that the child is able to attend school daily.

The written care plan 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 and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the cleansing product, if used, will be disposed of.
- 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

Intimate Care Plan Agreements (Appendix B)

In these circumstances it may be necessary to set up an agreement that defines the responsibilities that the school and parents have, 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 school
- Providing the school with spare nappies or pull ups and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school -including the use of any cleanser or wipes
- Agreeing to inform the school should the child have any marks/rash
- Agreeing to a 'minimum change' policy i.e. the school would not undertake to change the child more frequently than if he/she was at home.
- Agreeing to review arrangements on a regular basis
- Agreeing to working with their child to promote toilet training at home

The school:

- Agreeing to change the child during a single session (am or pm) should the child soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed should the child be staying at school for the full day
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements with parents on a regular basis.

This agreement will help to avoid misunderstandings that might otherwise arise, and help parents 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 (School Nurse) will be closely involved in forward planning.

Personal Care Procedures

The staff at The Gateway Primary Academy will follow these agreed procedures when attending to the care or continence needs of any pupil within the school, whether this is a child with an intimate care plan agreement or a child who has had an occasional 'accident'.

The staff at The Gateway Primary Academy will:

- Change the child's clothing as appropriate, as soon as possible
- Encourage the child to change their clothing as independently as possible
- Use appropriate cleaning products if required and adhere to health and safety procedures
- 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 eg. 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.

Health and Safety Procedures

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

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product to be double wrapped, or placed in a hygienic disposal unit
- Ensure changing area is clean after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels are available for drying hands.

Child Protection

The normal process of changing pupils with wet/soiled clothes should not raise child protection concerns and there are no regulations that indicate that a second adult must be available to supervise the changing process to ensure that abuse does not take place. The school does not have the resources to provide 2 members of staff in this situation.

Full DBS checks are carried out on staff prior to employment to ensure the safety of children. If there is a known risk of false allegation by a child then a single adult will not undertake changing.

A student on placement, volunteer or work experience student 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 Intimate Care Plan will name delegated staff and contingency measures in the event that that adult is unavailable.

Monitoring and Review

- The SENCO will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENCO's responsibility to 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)
- This policy runs alongside other school policies, particularly Child Protection and Safeguarding, SEND, and Health and Safety.



APPENDIX A

The Gateway Primary Academy

INTIMATE CARE PLAN

Name of Child: Year Group:	
Name of adult to change child:	
Name of adult(s) to change the child if main adult unavailable	
Where changing will take place:	
What resources and equipment will be used: e.g. cleansing wipes	
Who will provide the resources and equipment that will be used:	
Training requirements for staff	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	

When will the plan be reviewed:		
Review comments:		Date:

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

Headteacher approval:		Date:
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The Gateway Primary Academy

Intimate Care Plan Agreement

The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to school
- I will provide the school with spare nappies or pull ups and a change of clothing
- 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 he/she were at home.
- I agree to review arrangements on a regular basis
- I agree to working with my child to promote toilet training at home

Signed: _____ (parent/carer)

Print name _____ Date: _____

The school:

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor 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 on a regular basis

Signed: _____ (SENCO)

Print name: _____ Date: _____

