



## **Intimate Care Policy**

# **The Alwyn and Courthouse Federation**

<b>Owned by:</b>	Executive Headteacher	<b>Date:</b> Summer 2026
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<b>Last reviewed:</b>	Summer 2023
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<b>Next review:</b>	Summer 2029
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At Alwyn and Courthouse 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 development of more early years' education and the drive towards inclusion, however, there are many more children in mainstream educational establishments who are not fully independent. 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 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 at Alwyn and Courthouse will work:

- to ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010, reasonable adjustments can be considered to ensure pupils are not disadvantaged
- to provide help and support to pupils in becoming fully independent in personal hygiene,
- to treat continence issues sensitively so as to maintain the self-esteem of the child,
- with parents in delivering a suitable care plan where necessary and
- to 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).

### **Children's Needs**

The staff work hard to build effective relationships with the parents and carers of the children attending Alwyn and Courthouse. 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 change their clothing. A *Personal care management checklist* (Appendix A) will be discussed with parents/carers. This will then inform the Care Plan.

### **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 (Appendix B) will include:**

- who will change the child including back-up arrangements in case of staff absence or turnover,
- 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, or how wet or soiled clothes will be kept until they can be returned to the parent / carer,
- care plan review arrangements.

### **Care Plan Agreements (Appendix C)**

In these 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/school,
- providing the setting/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 setting/school should the child have any marks/rash,
- agreeing to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he was at home and
- agreeing to review arrangements should this be necessary.

**The school:**

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet,
- agreeing how often the child would be changed should the child be staying 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 and
- agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/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 or Family Health Visitor) will be closely involved in forward planning.

**Personal Care Procedures**

The staff at Alwyn and Courthouse will follow agreed procedures (see Appendix B and C) 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'. Staff will complete Appendix D, record of personal care intervention. This record will be kept in the medical room.

**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 will 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. 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 be allowed to 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 arising during personal care (e.g., unusual marks, disclosures, or sexualized behaviour) will be handled under the Child Protection Policy

**Appendix A**

**Personal care management checklist** (to inform the written personal care management plan)

Child/young person's name: ..... Date of birth .....

<b>Facilities</b>	<b>Discussed</b>	<b>Action</b>
<p>Suitable toilet identified?</p> <p>Adaptations required?</p> <ul style="list-style-type: none"> <li>• Changing mat/table (easy clean surface)</li> <li>• Grab rails</li> <li>• Step</li> <li>• Easy operate locks at suitable height</li> <li>• Accessible locker for supplies</li> <li>• Mirror at suitable height</li> <li>• Hot and cold water</li> <li>• Lever taps</li> <li>• Disposal unit</li> <li>• Moving and handling equipment</li> <li>• Bleeper/emergency help</li> </ul>		

<b>Family provided supplies:</b>	<b>Discussed</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• Pads</li> <li>• Catheters</li> <li>• Wipes</li> <li>• Spare clothes</li> <li>• Others (specify)</li> </ul> <p><b>School/setting provided supplies:</b></p> <ul style="list-style-type: none"> <li>• Toilet rolls</li> <li>• Urine bottles</li> <li>• Bowl/bucket</li> <li>• Antiseptic cleanser, cloths and blue roll</li> <li>• Antiseptic hand wash</li> <li>• Milton/sterilising fluid</li> <li>• Paper towels, soap</li> <li>• Disposable gloves/aprons</li> <li>• Yellow sacks/disposal bags</li> </ul>		

<b>Staff training/communication</b>	<b>Discussed</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• Advice sought from medical personnel? Manual handling adviser?</li> <li>• Parental/carer involvement in the management plan</li> <li>• Child/young person's involvement in the management plan</li> <li>• Any parental/child/young person's preference for gender of carer</li> <li>• Specific training for staff in personal care role</li> <li>• Awareness raising for all staff</li> <li>• PE staff</li> </ul> <p><b>Other children and pupils?</b></p> <ul style="list-style-type: none"> <li>• Consult child/young person, respect privacy</li> <li>• How does the child/young person communicate needs?</li> </ul>		

<b>PE issues to enable access to all activities</b>	<b>Discussed</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• Discreet clothing required?</li> <li>• Privacy for changing?</li> <li>• Specific advice required for swimming?</li> <li>• Specialist nurse?</li> <li>• Manual handling adviser?</li> </ul>		

<b>Support</b>	<b>Discussed</b>	<b>Action</b>
<p>Identified staff</p> <p>Back up staff</p> <p>Training for back up staff</p> <p>Time plan for supporting personal care need</p>		

## Appendix B

### Personal care management plan (developed from the personal care management checklist)

Child / young person's name:	Date of birth:	Condition:
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Details of assistance required:
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Facilities and equipment: (Clarify responsibility for provision of supplies e.g. parent/carer/school/other)
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Staffing		
Regular	Name	Time plan
Back up		

Training needs (individual staff must keep signed/dated records of training received in addition to school and setting held records. A record should be completed when training has been delivered and kept as part of the care plan)
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Curriculum specific needs:

Arrangements for trips/transport:

Procedures for monitoring and complaints: (including notification of changing needs by any relevant party)

This current plan has been agreed by:

Name

Role

Signature

Date:

Date for review:

**Appendix C**  
**Care Plan Agreement**

<b>Record of discussion with parents/carers</b>
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<b>Child/young person's name:</b>	<b>Date of birth:</b>	<b>Date agreed:</b>
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	Details	Action
<b>Working towards independence:</b> Such as taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used		
<b>Arrangements for nappy/pad changing:</b> Such as who, where, arrangements for privacy		
<b>Level of assistance needed:</b> Such as undressing, dressing, hand washing, talking/signing to child/young person		
<b>Infection control:</b> Such as wearing disposable gloves, nappy disposal		
<b>Sharing information:</b> Such as if the child/young person has a nappy rash or any marks, any family customs/cultural practice		
<b>Resources needed:</b> Such as special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

<b>Signed:</b> Parent:  Key member of staff:	<b>Review date:</b>
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c.c. Parent/carer

