

Intimate Care Policy



'Grow in the Grace and Knowledge of our Lord Jesus Christ'

2 Peter 3 v18

We are a welcoming church school where everyone is valued and encouraged to flourish academically, emotionally and spiritually.

We promote a love of learning where individual talents are nurtured; hopes and aspirations can be achieved.

Where excitement is evident and enrichment opportunities shape our grace and knowledge.

Jesus motivates, inspires and teaches us about living life in all its fullness.

Introduction:

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At Coppull St John's CE Primary School all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate

care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

Our approach to Best Practice

- The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child.
- Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.
- Staff members who are known to the child will take on the responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.
- Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. It is the parent's responsibility to provide nappies, disposal bags, wipes, changing mat.
- Wherever possible the same child will not be cared for by the same adult on a long-term basis. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

The Protection of Children

Safeguarding procedures will be adhered to. In line with the school's safeguarding policy, if a member of staff has any concerns about physical changes in a child's

presentation e.g. marks, bruises, soreness, etc. s/he will immediately report concerns to the DSL and record on CPOMs.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures)

Health and Safety

Health and safety advice will be sought through the Health and Safety SLA with the Local Authority provider and through the School Nurse Service.

Health and Safety – changes in circumstances (Covid 19) – During this time it is imperative that any child needing intimate care continues to be safe and cared for.

Nappy Changing

Guidelines for nappy changing:

Staff members will have access to:

- PPE (face mask, gloves and an apron) for use during intimate care
- Nappy/soiled underwear changing is undertaken in the appointed toilet on the changing mat.
- Parents/carers are informed of all nappy changes/soiling accidents.
- A new set of gloves, apron, mask and eye protection to be worn for every nappy/soiled underwear changing.
- The changing mat must be cleaned using anti-bacterial cleaner prior to any changing.
- Child to be placed on a mat during a nappy/underwear change.
- Soiled nappies to be placed in double polythene waste disposal bags which can be securely sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste (located in the medical room). Staff should be aware of the school's Health and Safety Policy.
- Any soiled clothes to be sent home in separate double polythene waste disposal bags.
- All cleaning wipes to be placed in double polythene waste bags for disposal.
- Before dressing the child dispose of all personal protective equipment in a double polythene waste disposal bag in the appropriate bin.
- Both staff member and the child must wash their hands for at least 20 seconds before returning to class.
- Changing area/mat should be thoroughly cleaned using anti-bacterial spray and cleaning cloths.
- Complete the intimate care record.

Menstruation

Girls who are in the early stages of puberty may need support from a female member of staff. Where such assistance is required girls will be provided with sanitary towels and treated sensitively.

Changing Clothes

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. When changing for physical activity pupils will be supervised. Where pupils are separated by gender, either both groups of pupils will be supervised at the same time, or one adult will move between the two groups to ensure supervision.

Guidelines for Changing Children i.e. swimming

- If possible children should be changed standing up or using the variable height changing table (hygiene suite) to avoid staff lifting children.
- The child's skin should be wiped down with a towel including hair. Encourage the child to do it themselves.
- Assist the child with putting on clean clothes.
- Assist the child is squeezing out excess water from their swimming costume
- Complete the intimate care record.

Working with Parents

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (see Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents. Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see appendix 2).

All information concerning intimate care procedures is recorded and stored securely. We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability.

Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Appendix 1 (Letter to parent(s) outlining policy/procedures and their consent to carry out 'intimate care')

Dear Parents,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times. I would be grateful if you could sign and return the slip below once you have read the guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely, Mrs Marston

I understand that;

I give permission to the school to provide appropriate intimate care as per care plan support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Head teacher of any medical complaint my child may have which affects issues of intimate care

Name.....

Signature.....

Relationship to child.....

Date.....

Appendix 2 TOILET TRAINING/CHANGING RECORD (To be completed after each 'intimate care' activity)

Child's Name _____ D.O.B. _____

Date	Time	Adult	Comment e.g. Action taken