**MOORTHORPE PRIMARY SCHOOL WITH INCLUSION RESOURCE**



 **Intimate Care Policy**

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| **Reviewed annually:**   |  | September 2024 (no changes) |
| **Approved:**   |   | Governing Body September 2021  |

*Introduction*
 Intimate care is any care which involves washing, touching or carrying out an
 invasive procedure (such as cleaning up a pupil after they have soiled themselves)
 to intimate personal areas. In most cases, such care will involve cleaning for hygiene
 purposes as part of a staff member’s duty of care. In the case of a specific
 procedure, only a person suitably trained and assessed as competent should
 undertake the procedure.

 The issue of intimate care is a sensitive one and will require staff to be respectful of
 the child’s needs. The child’s dignity should always be preserved with a high level of
 privacy, choice and control. There shall be a high awareness of child protection
 issues. Staff behaviour must be open to scrutiny and staff must work in partnership
 with parents/carers to provide continuity of care to children/young people wherever
 possible.

 Moorthorpe Primary School is committed to ensuring that all staff responsible for the
 intimate care of children will undertake their duties in a professional manner at all
 times. Moorthorpe Primary School recognises that there is a need to treat all children
 with respect when intimate care is given. No child should be attended to in a way
 that causes distress or pain.

 *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. Staff who provide intimate care are
 trained to do so (including Child Protection and Health and Safety training as
 needed for specific pupils with statements /disabilities) and are fully aware of best
 practice. Apparatus will be provided to assist with children who need special
 arrangements following assessment from physiotherapist/occupational therapist as
 required. Staff will be supported to adapt their practice in relation to the needs of
 individual children considering developmental changes such as the onset of
 puberty and menstruation. Wherever possible staff who are involved in the intimate
 care of children/young people will not usually be involved with the delivery of sex
 education to the children/young people in their care as an additional safeguard to
 both staff and children/young people involved. Exceptions may be made for pupils
 with learning disabilities with parental consent/agreement.

 The child will be supported to achieve the highest level of autonomy that is possible
 given their age and abilities. 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. Individual intimate care plans will be drawn
 up for particular children as appropriate to suit the circumstances of the child.

 Each child’s right to privacy will be respected. 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. If this is the case, the
 reasons should be clearly documented. Wherever possible the same child will not
 be cared for by the same adult on a regular basis; ideally there will be a rota of
 carers known to the child who will take turns in providing care. 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.

 Intimate care arrangements will be discussed with parents/carers on a regular
 basis and recorded on the child’s care plan. The needs and wishes of children
 and parents will be considered wherever possible within the constraints of
 staffing and equal opportunities legislation.

 *The Protection of Children*
 Education Child Protection Procedures and Inter-Agency Child Protection
 procedures will be adhered to. All children will be taught personal safety skills
 carefully matched to their level of development and understanding. 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 appropriate
 manager/designated person for child protection. 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. Staffing schedules
 will be altered until the issue(s) are resolved so that the child’s needs remain
 paramount. Further advice will be taken from outside agencies if necessary. If a
 child makes an allegation against a member of staff, all necessary procedures will
 be followed.

 *Nappies & pull ups*
 Schools may have concerns regarding Child Protection issues when they are
 asked by parents to admit a child who is still wearing nappies. Child Protection need
 not present an issue. It is good practice to provide information for parents of the
 policy and practice in the school. Such information should include a simple
 agreement form for parents to sign outlining who will be responsible, within the
 school, for changing the child and when and where this will be carried out. This
 agreement allows the school and the parent to be aware of all the issues
 surrounding this task right from the outset. A note book to record who changes the
 child, how often this task is carried out and the time they left /returned to the
 classroom following his task will be kept.

*Changing Facilities*

Children who have long-term incontinence will require specially adapted facilities. The dignity and privacy of the child should be of paramount concern. Consideration is given to the sighting of this area from a health and safety aspect. In Foundation Stage, a changing mat will have to be used on the floor when a child is being changed. This method of changing child is recommended, as it avoids having to lift a child and cause possible back injury.

 *Equipment Provision*
 Parents have a role to play when their child is still wearing nappies. The parent
 should provide nappies, disposal bags, wipes; etc. Parents should be made aware
 of this responsibility. The school is responsible for providing gloves, plastic aprons,
 equipment, cleaning wipes, a bin and liners to dispose of any waste. We do have a
 supply of sensitive wipes if needed?

 *Health and Safety*
 Staff should wear a plastic apron and gloves when dealing with a child who is
 bleeding or soiled or when changing a soiled nappy. Any soiled waste should be
 placed in a polythene waste disposal bag, which can be sealed. This bag should
 then be placed in a bin (complete with liner) which is specifically designated for the
 disposal of such waste (we have a nappy bin). The bin should be emptied on a regular
 basis and it can be collected as part of the usual refuse collection service as this waste
 is not classed as clinical waste. Staff should be made aware of the school’s Health and
 Safety Policy.

 *Special Needs*
 Children with special needs have the same rights to safety and privacy when
 receiving intimate care. Additional vulnerabilities that may arise from a physical
 disability or learning difficulty must be considered with regard to individual teaching
 and IEPs for each child. As with all arrangements for intimate care needs,
 agreements between the child, those with parental responsibility and the school
 should be easily understood and recorded. Parents of pupils with regular
 soiling/wetting will be encouraged to leave a change of clothes in school for the use
 of their child. Regardless of age and ability, the views and/or emotional responses of
 children with special needs should be actively sought (with advocacy arrangements
 made for those who can’t) in regular reviews of these arrangements.

 All staff engaged in the care and education of children need to exercise
 caution in the use of physical contact. The expectation is that staff will work in
 “limited touch” cultures and that when physical contact is made with pupils this will
 be in response to the pupil’s needs at the time, will be of limited duration and will be
 appropriate given their age, stage of development and background. Staff should be
 aware that even well intentional physical contact might be misconstrued directly by
 the child, an observer or by anyone the action is described to. Staff must therefore
 always be prepared to justify actions and accept that all physical contact be open to
 scrutiny. Physical contact which is repeated with an individual child or young person
 is likely to raise questions unless the justification for this is formally agreed by the child,

 the organisation and those with parental responsibility. Children with special needs may require more physical contact to assist their everyday learning.
 The general culture of “limited touch” will be adapted where appropriate to the
 individual requirements of each child. The arrangements must be understood and
 agreed by all concerned, justified in terms of the child’s needs, consistently applied
 and open to scrutiny. Wherever possible, consultation with colleagues should take
 place where any deviation from the arrangements is anticipated. Any deviation and
 the justification for it should be documented and reported. Extra caution may be
 required where a child has suffered previous abuse or neglect. In the child’s view,
 physical contact might be associated with such experiences and lead to staff
 vulnerable to allegations of abuse. Additionally, many such children are extremely
 needy and seek out inappropriate physical contact. In such circumstances staff
 should deter the child without causing them a negative experience. Ensuring that a
 witness is present will help to protect staff from such allegations, wherever possible.

 *First Aid and Intimate Care*
 Staff who administers first aid should ensure wherever possible that another
 adult or other children are present. The pupil’s dignity must always be considered
 and where contact of a more intimate nature is required (e.g. assisting with toileting
 or the removal of wet/soiled clothing) another member of staff should be in the
 vicinity and should be made aware of the task being undertaken. Regular
 requirements of an intimate nature should be planned for. Agreements between the
 school, those with parental responsibility and the child concerned should be
 documented and easily understood. The necessity for such requirements should be
 reviewed regularly. The child’s views must also be actively sought and, in particular,
 any discomfort with the arrangements addressed. A letter of agreement will be
 required between school and those with parental responsibility.

*Procedure for changing/cleaning children*
 Where?

 Foundation Stage staff bathroom/shower room or if an older child: the disabled toilet in KS2

 Procedure

Promote independence

 Support independence

 Adult to change and clean child

 Equipment to use

 Plastic aprons

 Gloves

 Non-allergic wet-wipes

 Nappy sacks for soiled wipes (place in special bin)

 Nappy sacks for soiled underwear/clothes

 Soil bin

 Alcohol gel

 Note to be sent home

 Record of incident

Dear Parent/Carer,

 Your child currently wears nappies/soils/wets regularly.
 We will support your child in developing independence in changing/cleaning
 themselves.

 Attached is our Intimate Care Policy for you to read. Please sign and return
 the slip.

 Yours sincerely
 Mrs. D Birdsall
 Headteacher

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 Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I have read the Intimate Care Policy and agree to my child being supported to
 develop independence in changing/cleaning themselves.

 Parent’s signature …………………………………………………. □

Dear Parent/Carer

 Your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ soiled/wet themselves
 today.

 They changed their clothes independently
 They changed their clothes with adult support
 They were changed by an adult

 In accordance with our policy the incident has been recorded.
 In your child’s bag you will find soiled/wet clothes. Would you kindly wash and return
 any of the school’s clothes loaned to your child.
 Thank you.
 Yours sincerely

 Class Teacher

These letters are generally not used as staff speak to parents/carers in person.