

ST AIDAN'S Primary School - A Church of England Academy



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Intimate Care POLICY 2021

Review date: Sept 2022

Related Policies

- Safeguarding and Child Protection Policy
- Medical Policy
- Staff Code of Conduct

Approved by Headteacher : Miss D Greenwood Sept 2019

St Aidan's Primary School Intimate Care Policy

Introduction

The intimate care policy at St Aidan's 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. Procedures have been adopted with referral to DfE Guidance including Keeping Children Safe in Education (2019) and Working together to Safeguard Children 2018.

We recognise that there is a need to treat all children with respect; no child should be attended to in a way that causes stress or pain and instead this time is used to create opportunities for children's Personal, Social and Emotional Development.

Contents of Policy

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What is intimate care?

Working with children will often require adults to be involved in duties which require intimate care of children. Staff have been placed in a position of trust and will be expected to carry out this sort of procedure whilst children are in our care. Intimate care covers any task that involves washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including toileting, washing and dressing. Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be a high level of awareness of child protection issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

Who will undertake intimate care?

- Intimate care is only to be carried out by named staff, and not visitors, volunteers or parents/carers of other than the child's own.
- In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However this is not always possible, so another member of staff may need to carry out the procedure.
- As we do not allow people other than staff members to change children, the child will know who is changing them and will have seen them before.
- The experience is made as pleasant for the child as possible by ensuring that they are spoken to at all times, provided with as many opportunities to be independent and praised for this. This can be used as an opportunity to chat/count/song songs with the child about their learning experiences that day.

Where will intimate care take place?

- Intimate care will usually take place in the disabled toilets which are private enough to respect the child's dignity but also allow the adult to be seen at all times to prevent them from being subject to allegations or bringing their behaviour into question.
- No adult will be left alone behind a fully closed door when carrying out intimate care procedures. This puts both the safety of the child and the member of staff at risk.
- Where possible, another member of staff should stay close by while the procedure is carried out, but does not need to stand as a 'witness' to the procedure.
- If a child refuses staff assistance a parent or carer will be called.
- If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home if the child is distressed or unwell.

What safeguarding procedures will be followed?

Staff members will follow the school's Safeguarding policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding policy. This means that it will be recorded using the My Concern system and reported to the Designated Safeguarding Lead immediately.

What is the procedure for changing a child?

- Ensure that all changing equipment and resources are to hand.
- Staff to reassure the child and make changing an enjoyable time from beginning to end by chatting/singing and building attachments.
- Staff to take children to the designated changing area and ensure that the child is happy and comfortable with being changed by talking to them throughout and telling them what they are about to do before each step.
- Staff to use a disposable plastic apron to protect their clothing from contamination.
- It is recommended that disposable gloves are worn and that hands are washed at the end of the routine.
- Disposable aprons and gloves should be changed each time a child is changed.
- Staff should encourage the child to undress independently where possible. If adult help is needed, they should only remove the clothes required to reach soiled/wet nappy/training pants unless further soiling has occurred and the child needs to be changed fully.
- Staff to remove the soiled nappy/ training pants (pull ups) and place in a double nappy bag.
- The child's skin should be cleaned with disposable wipes (by the child whenever possible) also to be disposed of in the nappy bag.
- If a child's care plan requires nappy creams or lotions practitioners should follow the procedure outlined in the plan for the individual child. No products are to be shared between children or applied without parental consent.

- Child to be dressed or encouraged to dress in clean clothes if soiled. Dirty clothes to be put in a plastic bag and given to parents/carers at the end of the day. Staff members will not attempt to wash or rinse the clothes. Child should be encouraged to wash their hands.
- Nappy changing mats/areas should be wiped with anti-bacterial spray and dried before use.
- In Early Years staff will sign a note so that the child's parents/carers can be informed on collection of the child. In KS1 and KS2 the staff member will notify the parents in line with the child's personal care plan/individual healthcare plan.

Intimate Care Parental Consent Form

Name of child:		Date of birth:	
Name of class teacher:		Class:	

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child’s intimate care programme, as well as the member of staff responsible in their absence:

Name of staff member:	
Name of staff member (in the above staff member’s absence):	

Where will the intimate care be carried out?

What do parents/carers need to provide?

- Nappies, pull ups to support toilet training a change of clothes, underwear and socks, wipes and nappy disposal sacks

What are the reporting procedures for parents/carers?

I have read the Intimate Care Policy provided by St Aidan’s Primary School and I agree to the intimate care plan outlined above:

Signature of parent/carer:		Date:	
Signature of teacher:		Date:	

Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants /pull up
2. The child knows that urination/defecation is taking place and is able to alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Staff will discuss with parents and, with consent, will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice
- Encourage use of pull ups (training pants)
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child is able to reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

Note, where necessary, some children may be introduced to the potty first; this will be decided with parents.