

"Love one another as Jesus loved us" (John 13 v 34-35)

LANCASHIRE COUNTY COUNCIL

Diocese
of Blackburn



St. John's C.E. (VA) School Cliviger

'Learn, Pray, Care & Play'

Our church school through its Christian values and caring community seeks to inspire each individual to achieve and grow.

Intimate Care Policy

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure 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. 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. It is our intention to develop independence in each child, however there will be occasions when help is required.

St John's C.E. (VA) Primary, Cliviger 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. We recognise that there is a need to treat all our children with respect when intimate care is given. Any member of staff may provide intimate care, provided it does not require unusual procedures or techniques (e.g. lifts or hoists). If this is the case, trained members of staff are to assist. Volunteers and students are not to provide intimate care.

Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing a child who has soiled him / herself
3. Assisting with toileting issues
4. Supervising a child involved in intimate self-care
5. Providing first aid assistance
6. Providing comfort to an upset or distressed child
7. Feeding a child
8. Providing oral care to a child

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9. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. *

* In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Assisting a child to change his / her clothes

This is more common in our Foundation Stage. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. This will be carried out by one adult who should always inform a colleague when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

Where pupils are identified as having Special Educational Needs / Disabilities (SEND) support in dressing / undressing may be required when on educational visits and swimming, this will be assessed on an individual basis and the child would have their own private cubicle with an adult to maintain privacy. This should be within ear shot of other school staff. The adult should provide the child with a verbal commentary on what they are doing and the child should be encouraged to assist as much as possible. Any concerns / difficulties should be logged on CPOM's.

Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school or request the parent/carer to collect the child for changing/cleaning. In either circumstance the child's needs are paramount, and he/she should be comforted and reassured throughout.

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The following guidelines outline our procedures, but we will also seek to make age-appropriate responses.

- Children must be changed and responded to quickly, with the dignity of the child being the highest priority.
- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear, and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in the assisted change). All wet/soiled items of clothing will double bagged and sent home.
- If a child is not able to complete this task unaided, school staff will assist the child in changing.
- If the child needs washing, the children will be cleaned with wipes to ensure they are comfortable and the child's emergency contact will be called to take the child home.
- The member of Staff who has assisted a pupil with intimate care will complete an entry on our 'CPOMS' system (school safeguarding record system) under the 'personal' category in the 'medical issues' section.

Health and Safety

Staff should always wear an 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 the refuse bin outside of the building.

Special Educational Needs and Disabilities

Children with special needs and disabilities 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 care plans for each child. As with all arrangements for intimate care needs, agreements between the child those with parental responsibility and the organisation should be easily understood and recorded in an intimate care plan. 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 cannot) in regular reviews of these arrangements.

Equipment Provision

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Our Medicines Policy outlines arrangements for the management of the majority of medications in school. Parental permission must be given before any medication is dispensed in school. A small number of children will have significant medical needs and in addition to the arrangements included in our Medicines Policy will have an Individual Health 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

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Linked Policies

- Safeguarding and Child Protection policy
- Health and Safety policy
- Administration of medicines policy
- SEND policy
- Safe Handling policy
- Staff code of conduct and handbook

Written by N.R. Healey

Additional Guidance

Physical Contact

All staff engaged in the care and education of children and young people 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-intentioned 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.

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.

Restraint

There may be occasions where it is necessary for staff to restrain children physically to prevent them from inflicting damage on either themselves, others or property. In such cases only the minimum force necessary should be used for the minimum length of time required for the child to regain self-control.

In all cases of restraint the incident must be documented and reported. Staff must be fully aware of the school's Safe Handling Policy, which should comply with LA policy (if at all possible, this should be done by a member of staff with "team teach" training.)

Pupils in distress

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There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must always remain self-aware to ensure that their contact is not threatening or intrusive and not subject to misinterpretation. Judgement will need to take account of the circumstances of a pupil's distress, their age, the extent, and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond. Particular care must be taken in instances which involve the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance, they should seek further advice, from the Headteacher.

First Aid and intimate care

Staff who administer 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.

Help and advice

If parents / guardians are concerned about a child's toileting needs – they should in the first instance be directed to their GP. The school nurse may also be able to assist and provide ongoing support and care plans where needed.