

ST ANDREWS CE PRIMARY SCHOOL



Intimate Care Policy

Adopted: July 2015

Review date: September 2017

St Andrews CE Primary School

INTIMATE CARE POLICY

OUR MISSION STATEMENT

St Andrews Church of England Primary School is committed to safeguarding and promoting the welfare of all children. We are 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 children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

DEFINITION

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care.

Intimate care tasks specifically identified as relevant to our school include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Changing continence pads/nappies
- Bathing/showering
- Washing intimate parts of the body.

OUR APPROACH TO BEST PRACTICE

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

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 Moving and Handling) and are fully aware of best practice.

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. A record will be kept in the appropriate accident book when a child has required intimate care. For lunchtime staff, this will be kept in the accident book in the school office and for Early Years staff on the wall in the Nursery kitchen. (See Appendix 1)

Suitable equipment and facilities will be provided. (Nappy changing facilities are available in the Nursery) to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist. Midday Supervisors will always have two adults present when providing intimate care. In Nursery and Reception classes the member of staff will inform adults in room that they are changing a child (all toilet and changing areas are in view of the classroom).

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt any support any training programme requested by a child's GP and/or the school doctor or parent. It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

SEN

Children with special needs have the same rights to safety and privacy when receiving intimate care. We aim to meet the needs of children and young people with delayed personal development in the same way we would meet the individual needs of those with delayed language or any other delayed development. Children will not be excluded from normal pre-school activities solely because of incontinence, neither will they be sent home to change or be required to wait for their parents or carers to attend to them at school. Close links with the Health Visitor and School Nurse enable us to support parents and children where necessary. (See Appendix 2)

THE PROTECTION OF CHILDREN

Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of ability, 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 he/she will immediately report concerns to the designated person for child protection. (The Head Teacher Mrs Thompson).

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.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Toileting Plan

Record of Discussion with Parents/Carers

Child's name	D.O.B	Date Agreed:
	Details	Action
<u>Working Towards Independence</u> e.g. taking child to toilet at timed intervals, using sign or symbol if required		
<u>Arrangements for Nappy changing</u> e.g. who, where arrangements for privacy		
<u>Level of Assistance needed</u> e.g. undressing, dressing, hand washing		
<u>Infection Control</u> e.g. wearing disposable gloves, nappy disposal		
<u>Sharing Information</u> e.g. if the child has nappy rash or any marks, any family customs/cultural practice		
<u>Resources Needed</u> e.g. a special seat, nappies, pull-ups, creams, nappy sacks, change of clothes etc		
Signed: Parent/Carer Key member of staff:		Review Date