

Intimate Care Policy

New End Primary School

Date Reviewed: **Spring Term 2018**

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Rationale

The governors and staff of New End Primary School fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

The Governors and Staff at New End Primary School realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Definitions

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Procedures

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. All Staff who provide intimate care to children have a high awareness of Safeguarding issues. Staff behaviour is open to scrutiny and staff at New End Primary School work in partnership with parents and carers to provide continuity of care to children and young people wherever possible.

Staff deliver a full personal safety curriculum to all children, as part of our Personal, Health, Social and Emotional Education curriculum (PHSE), as appropriate to their stage of development and understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages at home.

New End 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. The 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

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Each child's right to privacy will be respected.

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.

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.

If intimate care is required, permission is sought by telephone from the parent or one of the emergency contact numbers. In the case where no contact can be made, the headteacher will be asked to make the decision and will continue to try to make contact with the family of the child involved. Where a child has continuing incontinence problems parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes.

EYFS staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, one member of staff will help the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

A second member of staff may be present at a discrete distance.

At all times the members of staff must pay attention to the level of distress and comfort of the child. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and to ensure that he/she is clean before leaving to go home.

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.

Our approach to best practice for ultimate care needs over and above accidents

The management of all children with intimate care needs will be carefully planned.

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

There is careful communication with any child who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities

Individual care plans will be drawn up for any child requiring regular intimate care

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.

This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

The Protection of Children

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

Safeguarding and multi-agency procedures will be accessible to staff and strictly adhered to. If a member of staff has any concerns regarding physical changes in a child's presentation, for example marks, bruises and soreness, he or she will immediately report them to the Designated Person for Safeguarding.

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 and 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 issues 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 of abuse, procedures outlined in the Safeguarding Children Policy will be followed.

