

Intimate Care Policy



Policy developed by Mr Grogan (Headteacher) Mrs Davies (Early Years Leader) and Mrs Smith (School Business Manager):

October 2021

Policy approved by Governors: November 2021



Chair of Governors



Headteacher

Policy shared with staff and shared on the school website: November 2021

'Never settle for less than your best'

INTIMATE CARE POLICY

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

Introduction

This school is committed to safeguarding and promoting the wellbeing of all our children.

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At St. George's Central CE Primary School and Nursery all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

Our approach to best practice

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. We will work with parents/carers of a child who requires intimate care to establish a preferred procedure for supporting the child. Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.

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Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

Staff members who are known to the child will take on that responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them.

The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. 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. It is the parents/carers responsibility to provide nappies, disposal bags and wipes.

Working with parents/carers

We believe that our partnership with parents/carers is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents/carers as is prior permission (see Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents/carers.

Parents/carers should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see Appendix 2). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents/carers will be informed the same day.

The protection of children

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will follow our safeguarding procedures.

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.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures).

Allegations of abuse

Personnel working in intimate situations with children can feel particularly vulnerable. This school policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

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Health and Safety

Guidelines for changing children who require regular 'intimate care' aged under 8 years

- If possible children should be changed standing up.
- The child's skin should be cleaned with a disposable wipe.
- Before dealing with the child, hands should be washed and disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided.
- Any soiled or damp clothing should be placed in a plastic carrier bag in the bin provided in the nursery staff toilet at our Lancaster Avenue Nursery, the nursery staff toilet at our Darlington Street Nursery or the disabled toilet in school.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record.

Guidelines for changing children who require regular 'intimate care' aged 8 years+

- Only by agreement with the parents/carers (via the medical plan), can any member of staff 'deal' with a child who requires 'intimate care'
- More often this is in a supervisory role, where the child cleans him/herself and deals with any soiled clothing in an appropriate way.
- The child may be invited to take a shower which is located in the nursery toilet in school. Clothes/towel/cleaning products and a bag to keep them in are to be provided by the family and kept in the disabled toilet to be collected at the end of every school day.
- All other appropriate points from above remain the same.

Guidelines for changing children who require 'intimate care' after an 'unexpected accident'

The guidelines for changing children who require regular 'intimate care' will be followed with the following additional points:

- If a child appears unwell/distressed, the parents should be contacted and asked to collect him/her
- If a child has a persistent problem, they should be referred to the school nurse, having informed the parents/carers that this is happening. A medical plan will then be drawn up to support the child, the parent/carer and the teacher.

For children aged under 8 years, we do not have to seek parent/carer permission to assist a child who has had an 'unexpected accident', but the parents/carers should be informed as soon as possible.

Under no circumstances do: kitchen/cleaning staff, students, work experience students, office staff or volunteer helpers provide 'intimate care' with any children. Any incidents should be reported to a member of St. George's Central CE Primary School and Nursery staff.

Policies

These guidelines should be read in conjunction with policies:

- Health and Safety Policy;
- Child Protection and Safeguarding Policy;
- Administering Medicine Policy;
- Complaints Policy.

Governors

The governing body will be kept up-to-date on all matters relating to this policy. It will be reviewed every two years, but governors may choose to review it earlier than this if the government introduces new regulations, or if they receive recommendations on how the policy might be improved.

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Appendix 1

Headteacher: Mr M Grogan

St George's Central CE Primary School and Nursery



Dear parents/carers,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached policy to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could complete, sign and return the slip below once you have read the guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely,

Mr M Grogan
Headteacher

Name of child: _____ Date: _____

I have read a copy of the School's 'Intimate Care Policy.'

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Nursery/School Responsibilities

We agree

- To change the child when soiled or wet following the agreed procedures.
- To report to the parent if the child becomes distressed or if mark/rashes are seen.
- To ensure where possible that the child will be changed by agreed members of staff.
- To discuss any proposed changes to toileting procedures with the parents/carers.

Signed (staff member): _____ Name (staff member): _____

Parent/Carer Responsibilities

I agree

- To ensure that the child is changed at the latest possible time before coming to school/pre-School.
- To provide nappies, wipes, disposal bags and a change of clothing.
- To inform the school of any marks or rashes.

Signed (parent/carers): _____ Name (parent/carers): _____

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