

Intimate Care Policy

This policy is linked to:

This policy will be a part of the induction programme for all new staff at Parlaunt Park Primary Academy. It should be read in conjunction with the following policies:

- Child Protection Policy
- Health and Safety
- Equality Policy

Aims of this Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. Parlaunt Park Primary Academy is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all pupils with respect when intimate care is given. No pupil should be attended to in a way that causes distress, embarrassment or pain.

Where possible we will consult with the pupil and parents to arrange a personalised intimate care plan.

The aim of this policy is to safeguard children, parents, staff and the academy by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

Guiding Principles:

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Equality Act 2010: Parlaunt Park Primary Academy will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) 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.

Best Practice

The management of all pupils with intimate care needs will be carefully planned. The pupil who requires intimate care is treated with respect at all times, the pupil's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so and are fully aware of best practice. 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.

Communication

Mindful of respect for the individual there should be communication with a pupil who needs help with intimate care to discuss the child's needs and preferences. The child is aware of each procedure that

is carried out and the reasons for it. Staff should be aware of the language that they use in this situation either when talking to the child or another member of staff. Language should be positive and sensitive i.e. the words naughty, dirty, smelly etc. are offensive and unacceptable.

Personal Autonomy

As a basic principle, pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing and dressing themselves. If a pupil is fully dependant on staff, talk with them about what is being done and give the pupil choices wherever possible. Individual intimate care plans will be drawn up to suit the circumstances of the child as appropriate (Appendix 1). These plans should be linked to a full risk assessment to address issues such as moving and handling, personal safety of the pupil and the carer. Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

Encourage the pupil to have a positive image of their own body

Confident, assertive pupils who understand their bodies belong to them are less vulnerable to abuse. As well as basics like privacy, the approach staff take to the pupil's intimate care can convey lots of messages to them about what their body is 'worth'. The attitude of staff members to the pupil's intimate care is therefore very important. Keeping in mind the pupil's age, routine care should be relaxed and fun.

Staffing Ratios

Whilst ensuring that privacy and dignity are maintained, wherever possible two adults should be present when toileting procedures are being carried out.

Gender

Wherever possible intimate care should only be provided by a female member of staff. However in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence.

Privacy

Privacy for pupils is essential and staff should respect the pupils dignity at all times. However hygiene room/disabled toilet doors should never be locked.

Parents

Parents will be involved with their child's intimate care arrangements if necessary and by a prearranged agreement. A clear account of the agreed arrangements will be recorded on the pupil's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

Protection of Children

Child Protection Procedures will be adhered to. All pupils 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 pupil's presentation (e.g. marks, bruises, soreness etc.), they will immediately report concerns to the designated person for child protection. At Parlaunt Park Primary Academy this is Polly Bennett, Tracey Noctor or Jo Abercrombie.

If a pupil becomes unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents 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 issue(s) are

resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

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

Adults who assist pupils one-to-one must be employees of the school and be DBS checked at the appropriate level. Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher, or the Executive Principal/Chair of Governors if the concern is about the Headteacher.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

Health & Safety Guidance

Staff should always wear an apron and disposable gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin (with a liner) specifically designed for such waste. This bin should be collected as part of the usual refuse as it is not classed as clinical waste.

Any requests from the parents for use of medical ointments/creams, these should be clearly labelled with the child's name and recorded on the intimate care plan.

Ointments/creams should not be shared between other children and should be stored in a locked storage facility in line with the Medicines Policy.

Out of school trips, clubs etc

When school trips are being planned, the possibilities for a pupil to be changed or cared for intimately must be considered and all reasonable steps taken to include the pupil in each activity. This must be demonstrated through the risk assessments for the school trip.

PROCEDURES FOR INTIMATE CARE

Guidelines for support staff carrying out toileting procedures/nappy changing:

1. All adults assisting with toileting must be employees of the school. Where possible the adult should be familiar with the child and ideally working with the child in the classroom.
2. Students on work placement, voluntary staff (including parents) will not be permitted to attend to toileting or intimate care tasks.
3. Whilst ensuring that privacy and dignity are maintained, wherever possible two adults should be present when toileting procedures are being carried out.
4. The support staff should notify the class teacher when they are taking the child to the toilet.
5. It is important to maintain the child's self-image and social standing with his/her peer group through sensitive handling and discretion. Staff should consider suitable responses to questions that children or other adults may ask.
6. Support staff involved in these procedures must complete Child Protection training.
7. Toilet training procedures should take place in a place which provides enough privacy for the child. The area should provide full hygiene facilities and be sufficiently spacious to enable the maximum possible personal space for the child and staff.
8. The parent/carer must sign a consent form to give their permission for staff to change their child's nappy.
9. Parlaunt Park Primary Academy will provide a changing mat, tissues, wipes, air fresheners, nappy bucket, plastic aprons and vinyl gloves.

Parent/Carer responsibilities

1. To provide the school with nappies, cream, wipes and spare clothes – all clearly labelled with the child's name.
2. To sign a form giving their consent for staff to change their child's nappy or to assist with toileting their child.

Health & Safety - staff responsibilities

1. Disposable vinyl gloves and plastic aprons must be worn when dealing with a child who is soiled or when changing a nappy.
2. Gloves and aprons should be disposed of after every use.
3. Hand washing facilities, liquid soap, running water and hand driers will be available.
4. Changing mats will be clean and in a good state of repair. Changing mats will be covered with disposable paper towelling for each use and will be cleaned after each use.
5. The nappy and all disposable items must be placed in a sealed polythene bag and disposed of in a nappy bin.
6. Soiled clothes should be removed as soon as possible and placed in a plastic bag, which is then tied securely and sent home for washing.
7. Staff must always wash and dry their hands after changing or toileting a child.

Health & Safety - Body Fluids

1. If body fluids come into contact with the changing mat then disposable paper towels should be used to absorb the spillage, then cleaned using an antibacterial solution. Changing mats should be stored dry between uses.

Appendices

1. Parental Consent Form
2. Record of Personal Care

Review Date: January 2018

Ratified Date: February 2018

Author: Kirstin Sutherland

Next Review: February 2019

Intimate Care Parental Consent Form

Name of Child:	
Date of Birth:	
Class / Teacher Name:	

Care required and how often during the day:

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Members of staff who will carry out the tasks. All staff need to be fully aware of toileting/intimate care plan and school priorities:

Names:

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Where will the tasks be carried out and what equipment/resources will be required to safely carry out the procedures:

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Infection Control and Disposal Procedures in place:

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Actions that will be taken if any concerns arise:

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Parent's responsibility to provide:

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Any school/home agreement of care/management plan or communication via school/home diary (if required):
Other professionals involved in care/advisory role (eg: school nurse, health visitor, etc):
Additional information:
I / We have read the Intimate Care Policy provided by Parlaunt Park Primary Academy. I / We give permission for the named member(s) of staff to attend to the care needs of my / our child and are in agreement with the procedures proposed.

Name of Parent/Carer:	
Signature:	
Name of Teacher:	
Signature:	
Name of Headteacher:	
Signature:	
Date:	

