



Greatstone Primary School

Intimate Care Policy

Policy lead	Zoe Grimes
Date:	November 2021
Review Frequency:	Annually
Review Date:	November 2022
References:	Special Educational Needs and Disability Act (2001), Disability Discrimination Act (1995) Equality Act (2010)
Governor Agreement	8 th December 2021
To be read in conjunction with: <ul style="list-style-type: none">• Child Protection Policy• SEND Policy	

Introduction

The pastoral care of our children is central to the aims, ethos and teaching programmes at Greatstone Primary School and we are committed to developing positive and caring attitudes in our children. It is our intention to develop independence in each child, however we recognise that there will be times when help is required. Our intimate care policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate care of children.

The school recognises that there is need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity are of paramount importance. No child should be attended to in a way that causes distress or pain.

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include:

- care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting and dressing.
- Toileting- assisting a pupil who has soiled themselves, has vomited or feels unwell.
- It also includes supervision of children involved in intimate self-care, feeding and oral care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Medical advice will be taken into consideration where appropriate.

Legislation

This policy and practice will support staff to overcome any challenges and be confident they are meeting the requirements of the Early Foundation Stage, Special Educational Needs and Disability Act (2001), the Disability Discrimination Act (1995), Equality Act (2010) and related legislation.

Principals 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;
- Every child has the right to have levels of intimate care that are appropriate and consistent.

School responsibilities

Only those members of staff who are familiar with the intimate care policy are involved in the intimate care of children.

Anticipated care arrangements which are required on a regular basis are agreed between the school and parents, and when appropriate and possible, by the child.

In such cases consent forms are signed and stored in the child's record file. Intimate care arrangements for any child who requires this support on a regular basis should be reviewed at least every two terms. This is reviewed by the Senco.

Parents of children starting Greatstone Primary School are asked to give permission for staff to attend to their child (with reference to toilet accidents or illness) should the need arise. This is arranged by the Senco.

Only in an emergency would staff undertake any aspects of intimate care that has not been agreed by the parents. The act of intimate care would be reported to a member of staff and parents at the earliest possible time following the event.

Children who require regular assistance with intimate care have written plans agreed by staff, parents/carers and any other professionals actively involved such as school nurses and physiotherapists. These plans will include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. A care plan should be designed to lead independence.

Where a care plan is not in place, parents/ carers will be informed the same day if their child has needed help with intimate care needs. (E.g. has had an 'accident' or soiled themselves). It is recommended practice that information on intimate care should be treated as confidential and communicated in person, by telephone or by writing in the home/school diary.

It is not acceptable to ask parents to come and change their child if a child has a recognised disability as this is a direct contravention of the Equality Act (2010). Also leaving any child soiled for any length of time is considered to be a safeguarding issue since it places the child at risk of significant harm.

If a member of staff had concerns about a colleague's intimate care practice he or she must report it to a Designated Safeguarding Lead.

Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard the children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with Special Educational Needs and/ or Disability can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs. All incidents of Intimate Care should be reported to parents.

The number of adults required to carry out procedures will depend upon individual circumstances and should be discussed with all concerned. To preserve the child's privacy and dignity one adult will normally be in attendance. However staffing levels need to be carefully considered. There is a balance to be struck between maintaining privacy and dignity for children/young people alongside protection for them and staff. Some procedures may require two members of staff for health and safety reasons, for example manual handling. This should be clearly stated in the care plan. As far as possible, personal care procedures should

be carried out by one person, protection being afforded to a single member of staff in the following ways:

- Personal care staff implement the strategies from the guidelines in this policy.
- Personal care staff notify the teacher, line manager or other member of staff, discreetly, that they are taking the child/young person to carry out a care procedure.
- A signed record is made of the date, time and details of any intervention required that is not part of an agreed routine. A decision can be made at the Care Plan meeting as to whether a regular record needs to be kept of routine procedures.
- If a situation occurs which causes personal care staff embarrassment or concern, a second member of staff should be called if necessary, and the incident reported and recorded.
- When staff are concerned about a child/young person's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with a line manager immediately.

Members of staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind some forms of assistance can be open to misinterpretation.

Staff will endeavour to:

- Involve the child in the intimate care.
Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Ask for the child's permission if they are unable to complete tasks unaided.
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
Where possible, care should not be carried out by a member of staff working alone with a child. There may however be circumstances where a care plan which has been written in conjunction with parents, health care professionals and the school, which has also considered appropriate safeguarding approaches, necessitates a member of staff working alone with a child. In these circumstances the care plan will take priority over this section of the policy.
- Make sure practice in intimate care is consistent.
As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that the practice is consistent.
- Be aware of your own limitations.
Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by a member of staff who has been formally trained.
- If you have any concerns you must report them.
If you observe any unusual markings, discolouration or swelling, report it immediately to one of the Designated Safeguarding Lead.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident to a DSL. Report and record any unusual emotional or behavioural response by the child.

Practical guidance for staff

When carrying out intimate care for children with a care plan staff should:

- Use the disabled toilet, leaving the door ajar in such a way that it does not compromise the child's dignity.
- Use protective clothing, such as the disposable gloves and aprons provided.
- Ensure that appropriate hand washing has been carried out and promoted to the child.
- Yellow bags should be provided for the disposal of soiled items and they should be "double bagged" before placing them in the bin.

EYFS and Year 1

Children are expected to be dry when starting at Greatstone Primary School. However, parents are advised to always keep a spare set of clothing at school for their child.

With pupils soiling themselves then the teacher's professional judgement will be used as to whether the child can be easily cleaned and changed. E.g. for excessive soiling the child will be initially cleaned to minimise any discomfort but the parent will oversee (or temporarily take home) the child for the thorough cleaning of the pupil as this may often require a more in depth cleaning/ bath etc.

Years 2,3,4,5 and 6

Older children are encouraged to attend to themselves. However, teachers will make a professional judgement as to the contacting of parents due to the need of a more thorough cleaning and/or change of clothing. For cases of regular soiling at any age, the child may require a care plan and this will be discussed with the child's parents.

Communication with children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods- words signs, symbols, body movements etc. To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for a response
- Continue to explain to the child what is happening even if there is no response.
- Treat the child as an individual with dignity and respect.

Working with children of the opposite sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will be more often given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- When intimate care is being carried out, all children have the right to dignity and privacy.
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance.

- Record any concerns on CPOMS and report to the DSL.
- Parents must be informed about any concerns.

Guidelines for Good practice (with Covid-19 considerations)

- We request that parents complete the 'Supporting your child's intimate care form' (Appendix 1) and the 'Intimate care home/school agreement' (Appendix 3) before a child starts with us in the setting. This way we can fully support your child.
- Clothing required for changing is as per normal and supports good practice. However, due to Covid-19, there may be added use of PPE at this time.
 - Gloves
 - Apron
 - Mask
 - Visor
- Cleanliness stations within each classroom with tissues, handwashing pump and bin. We also:
 - Ensure children dry hands thoroughly
 - Ensure the (lidded) bin is emptied regularly to ensure no cross contamination can take place
- Staff model sneezing or coughing into their elbow, as per government recommendation. Model where to place tissues when used and to wash hands directly afterwards.
- Display photos within washrooms to show the sequence of washing hands with staff modelling good practice.
- When changing children that have soiled we ask a child to lay down on a changing mat or changing station rather than attempt to change standing up, this ensures the staff member is not face to face with the child and avoids passing on any potential infection.
- Wherever possible, two members of staff will be in the vicinity when a child needs intimate care e.g. the second staff member could be in the adjacent room with the adjoining door open. They sign a personal care log after every change (See Appendix 2).

Appendix 1

Supporting your child/young person with Intimate Care.

What additional information would help us meet your child's individual needs.

For example:

- what are the physical needs of the child/young person
- what are the emotional needs of the child/young person
- what are the preferred strategies for the child/young person?

School

Child's Name and DOB:

Arrangements to be made	In place Yes/ No	Notes

Date:

Signed by parent:

Name:

Appendix 2

Your Personal Care Log

Child's Name _____

Class/session _____

Date	Time	Changed with support	Staff/parent signature

Appendix 3

Home/School Agreement- to support staff involvement in Intimate Care

We aim to work closely with you and your child to ensure that they feel confident, secure and respected in our school/ setting.

Our Parents/ carers will help support us by:

- changing your child/young person at the latest possible time before coming to school
- provide spare nappies/ pull ups, wet wipes and sufficient changes of clothes
- wash and return any clothing provided by the school as soon as possible.
- a mutual agreement to the procedures to be followed during changing at school
- assist us by informing our staff if your child/young person has any marks/rashes
- encourage your child/young person's self help in intimate care procedures wherever possible.
- discuss any concerns regarding your child/young person intimate care progress with our staff

Our staff will support you by:

- changing your child/young person should s/he require it.
- inform you if your child/young person has any marks/rash and take further action as appropriate
- encourage your child/young person in their participation in their intimate care procedures wherever this is possible
- respect cultural practices through discussion with you, the parents/carer.

Parent/Carers Signature.....

Staff Signature.....