

## Intimate Care Policy

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## **1 Introduction**

1.1 Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as clearing up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained should undertake the procedure.

1.2 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

1.3 The Inclusive Multi-Academy Trust 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 Trust Schools 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 or pain.

## **2 Principles**

2.1 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.

2.2 Staff who provide intimate care are trained to do so and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

2.3 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. We see toilet training as a self-care skill that children should have the opportunity to learn with the full support and non-judgement of adults. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children of Reception age or above as appropriate to suit the needs of the child e.g. children with Special Educational Needs and Disabilities.

2.4 The child will be cared for by a known and trusted adult. The adults will be named on the personal care management plan.

2.6 This Intimate Care Policy will be shared on the school website and signposted to Nursery parents. Where possible children will be out of nappies by the time they begin Nursery. For children with Special Educational Needs and Disabilities in Reception and above, intimate care arrangements will be discussed with parents/carers 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 and equal opportunities legislation.

### **3 The Protection of Children**

3.1 Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

3.2 All children will be taught personal safety skills carefully matched to their level of development and understanding.

3.3 If a member of staff has any concerns about physical changes in a child's presentation eg marks, bruises, soreness etc s/he will immediately report concerns to the appropriate designated person for child protection.

3.4 The Trust Schools adopt rigorous safeguarding procedures in accordance with Child Protection Policy and will apply these requirements to the Intimate Care Procedures. All staff will be vigilant for signs or symptoms of improper practice. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be referred onto the Senior Leadership Team and or DSPs as appropriate and will be looked into and outcomes recorded. (Please refer to the Whistleblowing Policy). Parents/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 issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary. If there is a known risk of false allegation by a child then a single practitioner should not undertake nappy changing. A student on placement should not change a nappy unsupervised.

3.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection Policy for details).

### **4 Children wearing nappies**

4.1 For Nursery children, parents must sign a simple agreement form – outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task.

4.2 Individual intimate care plans will be developed in partnership with the parents/carers of the child for children of Reception age and above who have a Special Educational Need, disability or medical need. This information will be reviewed regularly in line with developments.

### **5 Equipment Provision**

When a child is in nappies or pull-ups, parents are responsible for providing nappies, disposal bags (for the nappy), wipes, change of clothes and a plastic bag to put the soiled clothes in. The school is responsible for providing gloves, a bin and liners to dispose of any waste.

### **6 Health and Safety**

6.1 Staff should always wear a fresh pair of gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy.

6.2 Nappies must be changed in the designated area away from play facilities and away from any area

where food or drink may be prepared or consumed.

6.3 When possible change the child standing up. If this is not possible there is a changing mat staff can use. The changing mat must be wiped with an anti bacterial wipe after use and put away.

6.4 Soiled nappies should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner) that is specifically designated for the disposal of such waste. Staff should be aware of the school's Health and Safety Policy. If a substantial number of used nappies need disposal, the Trust will seek advice on the appropriate disposal procedure.

6.4 Children's skin should be cleaned with disposable wipes.

6.5 Hand washing facilities for staff (hand wash basin, soap and paper towels) must be available in close proximity to the nappy changing room.

6.6 The Trust Schools will contact the Family Centres or the Health Visitor Team if further advice is required for parents to support with toilet training.

## 7 Annex 1: School / Parent Partnership Agreement for a Intimate Care Plan

**Child's name:**

**Parent responsibility:**

- I agree to provide nappies, disposal bags, wipes a change of clothes and a bag for soiled clothes.
- I agree to make sure that my child is changed at the latest possible time before being brought into school.
- I understand and agree to the procedures that will be followed when my child is changed at school. If cream is required for a medical purpose, this will be listed below.
- I agree to inform the school if my child has any marks/rashes.
- I agree to review arrangements should this be necessary.

**School responsibility:**

- The school agrees to change the child should the child soil him/herself or become uncomfortably wet.
- The school agrees to provide gloves, a bin and liners to dispose of any waste.
- The school agrees to report to the parent if the child is distressed, or if marks/rashes are seen.
- The school will liaise with the family to ensure adequate resources are in school.
- The school agrees to review the arrangements should this be necessary.

Parent:

Date:

Class Teacher:

Date:

Teaching Assistant:

Date:

Additional Team Members

Date:

**8 Annex 2: Intimate Care Plan and Consent Form**

<b>Name of child:</b>		<b>Date of birth:</b>	
<b>Name of class teacher:</b>		<b>Class:</b>	

**Care requirements, including frequency:**

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

<b>Name of staff members:</b>	
<b>Name of other staff members:</b>	

**Where will the intimate care be carried out?**

**What equipment/resources will be required?**

**Training needs**

**Are there any additional medical requirements?**

**What are the reporting procedures for parents/carers?**

See Annex 3

**Any additional information?**

I have read the Intimate Care Policy provided by The Inclusive Multi-Academy Trust and I agree to the intimate care plan outlined above:

<b>Signature of parent/carer:</b>		<b>Date:</b>	
<b>Signature of Class Teacher</b>		<b>Date:</b>	



**Annex 3: Record of Intimate Care Intervention**

Date:	Time:	Procedure:	Staff Signature:	Comments:

**Annex 4: Children in Nursery Consent Form**

I give permission for the school to change my child's nappy/pull up in accordance with the intimate care policy.

**Child's name:**

**Class:**

**Name of Teacher:**

**Parent responsibility:**

- I agree to provide nappies, disposal bags, wipes a change of clothes and a bag for soiled clothes.
- I agree to make sure that my child is changed at the latest possible time before being brought into school.
- I understand and agree to the procedures that will be followed when my child is changed at school.
- I agree to inform the school if my child has any marks/rashes.
- I agree to review arrangements should this be necessary.

**School responsibility:**

- The school agrees to change the child should the child soil him/herself or become uncomfortably wet.
- The school agrees to provide gloves, a bin and liners to dispose of any waste.
- The school agrees to report to the parent if the child is distressed, or if marks/rashes are seen.
- The school will liaise with the family to ensure adequate resources are in school.
- The school agrees to review the arrangements should this be necessary.

Parent:

Date:

Class Teacher:

Date: