

## Intimate Care Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Michelle Knott

We believe intimate care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

We wish to work in close partnership with parents/carers and other professionals to ensure continuity of care for pupils.

We treat every child as an individual treating them gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE) - **Guidance A**;
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE) 2016 - **Guidance B**;
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH) - **Guidance C**;
- Working Together to Safeguard Children. - **Guidance D**

### Aims

- To safeguard the rights of children;
- To safeguard school personnel trained in intimate care procedures;
- To work with other schools and the local authority to share good practice in order to improve this policy.

### Procedure

The Governing Body has:

- Appointed school personnel suitably trained in intimate care procedures for children;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;

- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Make effective use of relevant research and information to improve this policy;
- Responsibility for ensuring all policies are made available to parents;
- The responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

The Headteacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Ensure school personnel who provide intimate care are suitably trained to do so;
- Make effective use of relevant research and information to improve this policy;
- Ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;
- Monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- Annually report to the Governing Body on the success and development of this policy.

The Link Governor will:

- Work closely with the Headteacher and the coordinator;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Attend training related to this policy;
- Annually report to the Governing Body on the success and development of this policy.

School Personnel with Responsibilities for Intimate Care will:

- Receive training in Child Protection, First Aid, intimate care procedures, and Health and Safety training in moving and handling;
- Be professional in their duties at all times;
- Be respectful of a child's needs;
- Preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- Be aware of a child's method and level of communication;
- Make sure practice in intimate care is consistent;
- Be aware of their own limitations;
- Promote positive self-esteem and body image;
- Report any concerns they have about a child;
- Report any concerns they have about a colleague's intimate care practice;
- Be aware of the danger of allegations being made against them;
- Take precautions to avoid risk;
- Be aware of all individual intimate care plans;
- Discuss intimate care arrangements with parents/carers regularly;
- Record all arrangements of individual personal care plans;
- Be aware of all other linked policies;
- Maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- Work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school.

## **Nappy Changing in the Early Years**

Nappy changing procedures include:

- Nappy changing undertaken in an allocated room;
- Parents are asked about their child's during nappy changing;
- An appropriately trained member of school staff;
- Record kept when each nappy is changed and with information shared with parents/carers;
- Children's nappies checked at appropriate intervals by an appropriately trained member of school staff;
- Nappy changing resources readily supplied;
- A named box for each child containing spare clothes in place;
- A new set of gloves and apron to be worn for every nappy change;
- Child to be placed on a changing mat or changing table as appropriate to the child during a nappy change;
- Soiled nappies to be placed in a nappy sack for disposal;
- Any soiled clothes to be sent home in a separate bag;
- All cleaning wipes to be placed in a nappy sack;
- Nappy sack to be securely tied and placed in the appropriate bin for disposal;
- Before dressing the child dispose of all personal protective equipment used in the appropriate bin;
- Hands to be washed before dressing child;
- Return child to the classroom/playroom;
- Then thoroughly clean the nappy changing area using anti-bacterial spray and disposal paper towels;
- See policy for 'Disposal of Nappies and Personal Protection equipment'.

Parents/carers will:

- Be aware of and comply with this policy;
- Advise the school of any known intimate care needs relating to their child;
- Be involved with their child's intimate care arrangements on a regular basis;
- Inform the school if their child has any marks or rash;
- Be asked to take part in periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## **Rights of the Child**

- Every child has the 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;
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities;
- Every child has the right to express their views on their own intimate care and to have such views taken into account;
- Every child has the right to have levels of intimate care that are as consistent as possible.

## **Best Practice**

Assisting a child to change his / her clothes:

This is more common in our foundation stage. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always ensure that they have a colleague nearby when supporting dressing/ undressing and will always give the child the opportunity to change in private.

If staff are concerned in any way or a child is very distressed, then parents/carers will be asked if they can come to school to assist their child.

### **Changing a child who has soiled him/herself**

If a child soils him/ herself in school a professional judgement has to be made as to whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our usual procedures but we will also seek to make age-appropriate and individual responses where needed.

The child will be given the opportunity to clean themselves and change his / her underwear in private. School will have a supply of (water) wipes, clean underwear and spare uniform for this purpose.

If a child is not able to complete this task, school staff will attempt to contact the parents/carers to inform them of the situation and ask them to come to school to support their child's changing.

If the parents/carer are able to come to school within an appropriate time frame; the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.

If the parents/carers cannot attend, the decision will be taken on the basis of loco-parentis and our duty of care to meet the needs of the child to change the child, the member of staff completing the care should advise another member of staff that they are changing the child.

Where a care plan is **not** in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone or in a sealed envelope.

### **Pupils who require regular assistance**

Pupils who require regular assistance with intimate care have written individual health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. The plan will be agreed at a meeting at which all key staff and the pupil will be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Accurate records should be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case.

These records will be kept in the child's file and available to parents/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.

### **Medical Procedures**

Please see our Supporting Pupils with Medical Conditions Policy.

## **Physiotherapy**

Pupils who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the EHCP that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given to the school staff and updated regularly. The physiotherapist should observe the member of staff applying the technique.

Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.

## **Staffing intimate care**

Staff who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate. Staff will be supported to adapt their practice in relation to the needs of individual pupils.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEN advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

An individual member of staff should inform another appropriate adult if they are going alone to assist a pupil with intimate care.

Adults who assist pupils with intimate care will be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

Health & Safety guidelines must be adhered to regarding waste products, and the use of yellow clinical waste bins.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Care plans must include specific information for those supporting children with bespoke medical needs.

## **Child Protection**

The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.

From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

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

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc. s/he will immediately report concerns to the Designated Safeguarding Lead or Headteacher. A clear written record of the concern will be completed and the school's child protection procedures followed.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy.

Similarly, 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 to the Chair of Governors, in accordance with our child protection procedures and 'whistle-blowing' policies.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- Meetings with school personnel;
- Communications with home;
- Reports such annual report to parents and Headteacher reports to the Governing Body;
- Information displays in the main school entrance

### **Training**

All school personnel:

- Have equal chances of training, career development and promotion;
- Receive training on induction which specifically covers:
  - All aspects of this policy;
  - Safeguarding and Child Protection;
  - Health and Safety;
  - Pastoral Care;
  - Hygiene;
  - Disposal of Nappies and Personal Protection Equipment;
  - Inclusion;
  - SEN;
  - Inclusion.
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**