

# **Hady Primary & Nursery School**

## **Intimate Care Policy**

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

The issue of intimate care is a sensitive area and requires staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choices and control. There shall be a high awareness of child protection issues (see Child Protection Policy). 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.

Hady Primary & Nursery School 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. Hady Primary & Nursery School recognises 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.

### **Our approach:**

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. Staff who provide intimate care 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 (see Disability and Equality policies).

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 s/he can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. 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. Wherever possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should only care intimately for an individual of the same sex. However in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.

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 (see Equal Opportunities Policy).

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. The carer 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 child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection Policy).

### **Child Protection**

The normal process of changing a nappy should not raise child protection concerns and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. CRB checks are carried out to ensure the safety of the children with staff employed in childcare and education settings. In exceptional circumstances if there is a known risk of false allegation then a single practitioner should not undertake nappy changing.

School staff remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site.

### **Procedures**

- Staff will wear disposable gloves and aprons when dealing with the incident
- Any nappies / creams will be provided by the parent.
- Soiled nappies are to be double wrapped
- The changing area will be cleaned after use.
- Hot water and liquid soap will be available to wash hands as soon as the task is completed.
- Paper towels will be available for hand drying.

Children will be changed in the Children's toilets, standing up in the toilet area if appropriate. A 'DO NOT ENTER' sign must be placed on the toilet door to ensure dignity and privacy are maintained.

If a child is unduly distressed by the experience or if a staff member notices any marks or injuries the parent and social care will be informed in line with school policy. These procedures will also be adhered to when a child is sick on the premises.

Mobile phones or any photographing equipment will not be used when children are getting undressed or helped in toileting. Staff will not take personal mobile phones or any type of photographing equipment into the area where a child is being assisted with toileting.

### **Parental Responsibility**

- Parents will be asked to complete permission forms for the school to provide intimate care.
- The child will have a toilet management plan agreed with the parent and a working towards independence record.
- The parent will sign an agreement between the personal assistant and the child on the child's behalf if they are Foundation Stage.
- The child will sign an agreement between the personal assistant and child if they are Key Stage 1 & 2.
- A record of Intimate Care Intervention will be kept.
- A record of agencies involved, if the child has specific medical needs, will be kept.

Asking a parent to come and change a child is a direct contravention of the disability discrimination act and leaving a child in a soiled nappy for any length of time pending the return of the parent is a form of abuse and wholly unacceptable.

Links with other policies

Child protection  
Equal opportunities  
Disability discrimination

**This policy was created from Guidelines by DCC on Managing Continence in Schools and Early Years Settings.**

The policy will be reviewed on a regular basis and appropriate changes made.

Signed

Teaching Staff

Support Staff

Chair of Governor

Policy approved ..... Policy review .....

# Appendices

## Appendix 1

### Record of Agencies Involved

Childs Name \_\_\_\_\_ DOB \_\_\_\_\_

<u>Name/role</u>	
<u>Parent/Carer</u>	
School Nurse / Health Visitor	
Continence Advisor	
Physiotherapist	
Occupational Therapist	
Hospital Consultant	
Hospital School Service	
Physical / Sensory Service	
GP	
EP	
Social Worker	



Appendix 3  
Working towards independence record

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Name of Support Staff involved \_\_\_\_\_

I can already

AIM  
I will try to

Review Date \_\_\_\_\_

Parents / Carer \_\_\_\_\_

Child (if appropriate) \_\_\_\_\_

Support Staff \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_

Appendix 4

Agreement between Child and Support Staff

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Support Staff Name \_\_\_\_\_

Support Staff

As the person helping you in the toilet you can expect me to do the following:

- When I am asked I will stop what I am doing to help you in the toilet, as soon as you speak to me.
- I will avoid all unnecessary delays.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing.
- I will check that you are as comfortable as possible, both physically and emotionally.
- I will talk to you in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your toilet management plan.

Child

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible, to let you know a few minutes in advance that I am going to need the toilet.
- I will try to use the toilet at break times and agreed times.
- I will tell you if I want you to stay in the room or stay in the toilet with me.
- I will tell you straight away if you are doing anything that makes me feel embarrassed or uncomfortable.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

We will review this agreement on \_\_\_\_\_

Child (if appropriate) \_\_\_\_\_

Support Staff \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 5

### Toilet Management Plan

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Name of support staff involved \_\_\_\_\_

Area of need

Equipment required:

Location of suitable toilet facilities

Support required

Frequency of support

Working towards Independence

Child will try to

Support staff will do

Target achieved

Review Date:

Parent / Carer \_\_\_\_\_

Child (if appropriate) \_\_\_\_\_

Support Staff \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_



**Appendix 6**

**Permission for schools to provide intimate care**

Child's last name	
Child's first name	
Male / Female	
Date of birth	
Parent / Carers name	
Address	

I understand that:

I give permission to the school to provide appropriate intimate care to support my child e.g. changing soiled clothing, washing and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Relationship to child \_\_\_\_\_

Date \_\_\_\_\_