

## ***Intimate Care Policy 2019-20***

*This policy outlines the approach to intimate personal care at Arnbrook Primary School.*



## **1. Purpose & Rationale**

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 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 and assessed as competent should undertake the procedure.

## **2. Background**

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.

## **3. Aims of the Policy**

Arnbrook Primary 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. Arnbrook Primary 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.

## **4. Best Practice in Intimate Care at Arnbrook Primary School**

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 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.

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. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

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. 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. Where 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 in 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.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school. Parents are made aware that the early years team are on hand to offer advice on how to toilet train and are put into contact with relevant support if wanted. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

## Questions and Answers

Who will change a nappy/wet/soiled clothing?

The early years support staff

Where will changing will take place?

In the toilet area or disabled toilet. The nappy changes will be recorded on a chart kept in the staff area.

What resources will be used?

Changing mat if necessary, aprons, gloves, blue roll paper, antibacterial wipes, nappy sacks, nappies, baby wipes)

How will the nappies will be disposed of?

Put in a nappy sack and in the hygienic disposal nappy bin.

What infection control measures are in place?

Staff will wear disposable gloves and aprons while dealing with the incident. Changing area will be cleaned after use. Hot water and liquid soap is available to wash hands as soon as the task is completed. Hot air dryer or paper towels are available for drying hands.

What will the staff member do if the child is unduly distressed by the experience?

Staff will comfort and reassure the child, talk through what they are doing and ensure the change is complete swiftly to ensure the stress is not prolonged.

What will the staff member do if he/she notices marks or injuries on the child?

Follow the school safeguarding policy and report it to the DSL immediately.

How will it be recorded?

We will use a note book to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task. Examples of such good practice provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow.

### **Equipment Provision**

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents will be made aware of this responsibility where appropriate.

Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

### **Health and Safety**

Some schools are concerned about health and safety issues when staff are changing children or dealing with a child who has had an accident and is bleeding.

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. It can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's

### **First Aid and intimate care**

Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

To be read in conjunction with:

- Safeguarding & Child Protection Policy
- Safe Touch Policy
- Physical Intervention Policy

Review date: September 2018.

Appendix 1

INTIMATE CARE POLICY  
PARENTAL AGREEMENT FORM

I agree to support the Intimate Care Policy and practice of Arnbrook Primary School.

Signature of Parent / Carer .....

Print Name .....

Date .....

Signature of School Representative .....

Print Name .....

Position .....

Date .....

Appendix 2

EYFS HOME-SCHOOL PARTNERSHIP AGREEMENT

- Parents are expected to provide a bag with a suitable amount of nappies, wipes and any cream needed, as well as a change of clothes.
- If a child requires cream administering the parent is expected to sign a permission form beforehand.

The Parent/Carer

- I agree to ensure that my child is changed at the latest possible time before being brought to the setting/school.
- I agree to providing the setting/school with spare nappies, wipes and a change of clothing.
- I have read the intimate care policy, I understand and agree the procedures that will be followed when my child is changed at school.
- I agree to inform the setting/school should the child have any marks/rash.

The school:

- We agree to changing the child during a single session should the child soil themselves or become uncomfortably wet.
- We agree to monitor the number of times the child is changed.
- We agree to report should the child be distressed, or if marks/rashes are seen.

SIGNED \_\_\_\_\_ Parent/Guardian    DATE \_\_\_\_\_

Appendix 3:

INTIMATE CARE RECORD FORM:

NAME ..... Class .....

Date & Time	Location	Staff initials	Comments