



## Intimate Care Policy

### Introduction

Watchorn 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. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have an enhanced CRB check and are highly aware of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

### Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. Intimate care also involves applying sun cream to children when necessary. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

### Our Approach to Best Practice

The child who requires care will be treated with respect at all times as the child's welfare and dignity is of paramount importance. It is designated staff who provide intimate care and are fully aware of best practice.

Careful consideration will be given to each child's situation to determine how many members of staff will need to be present when the child is toileted. If the ratio is 1 adult to 1 child, another member of staff will always be informed before the child is toileted and keep within hearing in case assistance is required.

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 they are able.

If suitable equipment and facilities are needed to assist children following assessment from a physiotherapist/ occupational therapist every effort would be made to provide these, as far the building allows.

The management of all children with ongoing intimate care needs will be carefully planned. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal 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.

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 or menstruation. Wherever possible staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

Written permission is obtained from parents for members of staff to apply sun cream to their child when discerned necessary by the teacher in charge. Parents are given the choice to provide their own sun cream or for the school's to be used. Members of staff will help the child apply sun cream to any skin exposed to the sun, including arms, legs and face.

### **The Protection of Children**

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to.

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

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 the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

### **Procedure for Dealing with Children in Nappies or Pull-Ups in the EYU**

- Meet with Parents/carer to discuss the child's needs. Complete a Personal Care Plan and explain the record sheet (see appendix A)
- Complete the risk assessment (see appendix B)
- Ensure all members of staff are briefed as to the Personal Care Plan.

### **Procedure for Changing a Nappy**

1. Inform another member of staff of what you are doing
2. Wash your hands
3. Assemble the equipment
4. Put on gloves
5. Place the infant/ child upon the changing mat either standing or lying down
6. Remove wet/ soiled nappy
7. Fold the nappy inwards to cover faecal material and place into designated covered bin
8. Used wipes, gloves and apron are to be disposed of in a bin with a disposable liner
9. Once the child has been changed and returned safely with the other children, e.g. nursery area, clean the changing area with a detergent spray or soap and water
10. Hands should be washed thoroughly whether gloves have been used or not

## Appendix A

### Personal Care Plan for children wearing nappies/ pull-ups in school

<b>Child's Name:</b>	<b>DOB:</b>
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**Completed by:** \_\_\_\_\_ (member of staff)

**Date of Plan:** \_\_\_\_\_ **Date to review Plan:** \_\_\_\_\_

<b>Who will change the child?</b>
<b>How will be the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor?</b>
<b>Who will provide the resources?</b> <b>Parents will Provide:</b> Nappies A spare set of clothes Other (eg special wipes  <b>School will provide:</b> Equipment required for changing inc wipes and gloves
<b>How will the changing occasions be recorded and if/ how this will be communicated to child's parent/ carer:</b> A note will be made on the Intimate Care Record and reported to parents at the end of the session.
<b>How will wet/ soiled clothes be dealt with?</b> Any soiled clothes will be sent home with the child for parents to deal with accordingly.
<b>Additional Notes</b>

<p><b>How will the child be encouraged to participate in the procedure?</b></p>
<p><b>Working to Independence: Steps being taken by school and home in aiming for independent toileting</b></p>
<p><b>Any other comments/ important information: e.g. medical information</b></p>

In line with our schools safe guarding policy, if any member of staff has concerns about physical changes to a child’s presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

I understand that in signing this form I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

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

This plan has been discussed with me and I agree to change my child at the last possible moment before he/ she comes to school, provide the resources indicated above and encourage my child’s participation in toileting procedures at home as appropriate and where possible.

Signed \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Signed \_\_\_\_\_ (Staff name) Date \_\_\_\_\_

## Appendix B

### Risk Assessment

Child's Name:

Date of Risk Assessment:

	Yes	Notes
1. Does weight /size/ shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Are there any medical considerations? Including pain / discomfort?		
5. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury / pregnancy)		
Are there any risks concerning individual capability (Pupil) General Fragility Fragile bones Head control Epilepsy Other		
Are there any environmental risks? Heat/ Cold		

If 'yes' to any of the above complete a detailed personal care plan.

**Name:**

**Signed:**

**Date:**

**Appendix C**

Record of Intimate Care Intervention

Child's Name \_\_\_\_\_ Class/ Year Group \_\_\_\_\_

Name of Staff Involved \_\_\_\_\_

Date	Time	Procedure	Staff signature	Parent Signature