Escrick Primary School

Intimate Care Policy

Aims:

At Escrick Primary School, we are committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner. All pupils who require intimate care are always treated respectfully; the child's welfare and dignity is of paramount importance. No pupil should be attended to in a way that causes distress or pain. As a basic principle, pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can.

Definitions

Intimate care may be defined as any activity required to meet the personal needs of each individual child. Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. It also includes supervision of children involved in intimate self-care. Intimate care can include: -

- Feeding
- Administering medication
- Washing
- Dressing/undressing
- Toileting
- Menstrual care

This intimate care policy should be read in conjunction with other the schools' policies

- safeguarding policy and child protection procedures
- staff code of conduct and guidance on safer working practice
- 'whistle-blowing' and allegations management policies
- health and safety policy and procedures
- Special Educational Needs policy
- policy for the administration of medicines

EYFS

For some children entering school, the skill of independent toileting has not been fully acquired. Depending on a child's age and stage of development, they may need some support, for example dressing, wiping their bottom after using the toilet and changing underwear following an accident. The EYFS curriculum supports the gradual development of autonomy in self-care which includes the development of continence and is linked to Development Matters statements. Therefore, children entering the school that have not achieved continence or developed independent toileting skills will:

- not be discriminated against in relation to their admission to school

- be supported with their toileting needs to help develop concern for their own personal hygiene, independence and well-being.

Issues around toileting can be discussed with the teachers during the admissions process. Children starting school are invited into school prior to the first day, for taster sessions. Staff in the EYFS class will offer to meet with the child and parents in a meeting prior to the child starting school. During these meetings parents are provided with opportunities to discuss any concerns they may have and the involvement of other agencies if necessary, e.g. Health Visitor, Early Help, Bowel and Bladder specialist nurse. In some circumstances, it may be appropriate to set up a home/school agreement.

Procedure and facilities for intimate care in school

We will endeavour to involve children as far as possible in their own intimate care

- The EYFS class has their own toilets located in their classroom.
- Try to avoid doing things for a child that she/he can do alone and if the child is able to help, ensure that they are given the chance to do so. Support the child in doing all they can for themselves.
- If a child is fully dependent on you, talk with them about what you are doing and give them choices wherever possible.
- Changing should take place in an appropriate area where privacy and dignity can be maintained during the process, an additional adult would be expected to be present nearby, (this may be in an adjacent room with the door open) whilst intimate care is provided for staff protection. No member of staff will carry a mobile device whilst providing intimate care.
- Mobile children should be changed standing up, or sitting on the toilet seat whenever possible.
- Parents will not be asked to come and change their child unless the parents have expressed a preference for this. However, if a child refuses to allow us to support them or if a child is soiled to an extent that we are unable to clean them sufficiently the Parent/Carer will be contacted to determine if they would like to change the child at home and return them to school asap as leaving a child soiled could also cause discomfort and/or distress.
- Parents/carers will be responsible for ensuring the school has a supply of nappies, wipes and nappy bags.
- Parents of children who regularly soil themselves will be required to provide a change of clothes in a named bag on a daily basis.
- Pupils who require regular assistance with intimate care have written individual health care plans agreed by staff, parents/carers and any other professionals actively involved. The plan should be reviewed as necessary.
- Parents will be informed (at handover or phone call/text) of a child has required any intimate care.

Health and safety

The school already has procedures in place for dealing with spillages of bodily fluids, e.g. when a child accidentally wets or soils himself, or is sick whilst on the premises. The same precautions will apply:

- Staff to wear disposable gloves whilst changing a child;

- Soiled gloves and aprons to be placed in a nappy bag, tied and disposed of in the outside dustbin or in a bin that children cannot access.
- Changing area/toilet to be cleaned after use.
- Soiled clothes to be put in a bag and returned to parents at the end of the session.
- Hot water and soap available for child and adult to wash hands as soon as changing is done;
- Paper towels are available to dry hands

The Protection of Children

- Staff that provide intimate care to pupils have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff work in partnership with parents to provide continuity of care to pupils wherever possible.
- Child Protection Procedures will be accessible to staff and adhered to.
- All staff appointed at Escrick Primary School, have enhanced DBS checks which are carried out to ensure the safety of children and staff.
- No volunteer or student on placement will be expected to carry out intimate care.
- Supply staffs are not permitted to carry out any personal care for the child, unless the supply staff member has worked sufficient hours in the building to have built up a relationship with the child.
- For the protection of our staff, an additional adult would be expected to be present nearby whilst intimate care is provided.
- When Intimate Care is provided, staff record the date and time, name of child and reason for Intimate Care to have been given. (This is recorded in a book, kept securely by the class teacher)
- Where appropriate, all pupils will be taught personal safety skills carefully matched to their level of development and understanding.
- If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into, outcomes recorded, and the results of any investigation shared with the child and the parent /carers. Parents 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 pupil's needs remain paramount. Further advice will be taken from outside agencies if necessary.

Date of Policy: September 26

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