

Statement of Practise: Intimate care



Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves or providing emergency first aid. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This statement of practise has been developed to safeguard children, support staff and ensure good practice is followed. At Childer Thornton Primary School, all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible

We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the 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. Regardless of age and ability, the views and/or emotional responses of children, including those with additional needs should be actively sought (with advocacy arrangements where appropriate) in regular reviews of these arrangements.

What we will do:

- Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child. Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.
- Staff members who are known to the child will take on that responsibility for changing children.
- The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability.
- 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. It is the parent's responsibility to provide nappies and wipes for their child.

Working with Parents

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission which is obtained on admission (see Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. When any intimate care is carried out on children with individual care plans, it will be recorded on CPOMS under the tag 'Medical Needs'. Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child.

All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to be cleaned to a comfortable state, parents would be contacted to advise them.

Guidelines for Changing Children

- If possible children should be changed standing. Staff should avoid lifting children where possible.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents) they must not be shared. Over the counter medicines cannot be used unless a permission to give medication form is completed and stored in the classroom.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of safely.
- Any soiled or damp clothing should be placed in a plastic carrier bag for the child to take home. This should be done discreetly.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record if the child has an individual plan or send home a letter/email to inform parents where no such plan is in place.

On entry to school, parents will be asked to complete a permission form for intimate care if a child requires the use of nappies. These will be stored by school as evidence of permission.

CHILDER THORNTON PRIMARY SCHOOL

PERMISSION FOR INTIMATE CARE

To be read alongside the Intimate Care Policy

Where intimate care is required due to toileting or first aid, children will be encouraged to be independent where possible. However, where support is needed this will be provided in a sensitive and safe manner by a member of staff.

Personal protective equipment will be worn by staff and hygiene procedures will be followed at all times.

Clean clothes will be provided for the child wherever possible and soiled/wet clothes will be returned home.

Parents will be provided with a letter or email to inform them if intimate care has been provided.

If a child has long-term continence needs, this will be discussed with the SENDCo and an Individual Support plan will be devised.

I have read the above procedure and I **agree/disagree** to staff supporting my child with their intimate care when required for either toileting or first aid reasons.

I would like to be contacted by school to discuss my child's continence care further

Child's name:

Parent/Carer signature:

Date:



Date:

Dear Parents/Carers

Re: Notification of an intimate care issue for:

.....

This is a courtesy letter to inform you that your child had a toileting accident today at school. The matter was dealt with sensitively by

..... in accordance with our Intimate Care Policy (copy available on the school website or available by request from the school office).

Please wash and return any borrowed items from school at your earliest convenience. If you wish to discuss the matter further, please contact Mrs Yarranton (Headteacher)

Kind regards

Staff Member