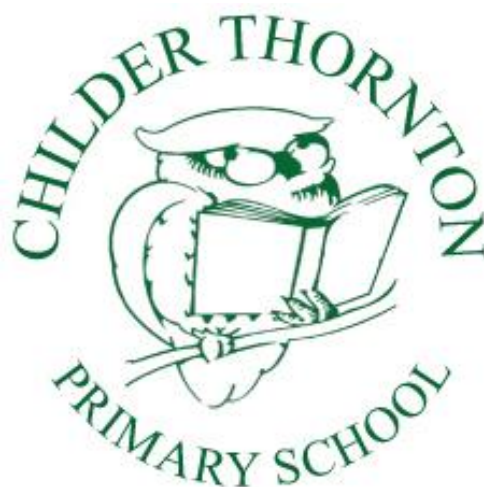


Childer Thornton Primary School

Intimate Care Policy



For approval by Governors: Autumn Term 2016

Next Review: Autumn 2017

Introduction

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 and this will be reviewed and delegated as deemed necessary.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs.

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.

Childer Thornton 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. 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 any form of distress or pain.

Our Approach to Best Practice

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 (including Child Protection and Health and Safety training as needed for specific pupils with statements/disabilities) 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.

Exceptions may be made for pupils with learning disabilities with parental consent/agreement.

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 overfamiliar relationships are discouraged from developing, whilst at the same

time guarding against the care being carried out by a succession of completely different carers. 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.

Parent helpers or volunteers must not be asked to assist children.

The Protection of Children

Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding (PSHE, Health Week etc). If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc they must immediately be reported to the appropriate manager/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 this process in order to reach a resolution. Staffing schedules 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.

Additional Guidance -Children wearing nappies

School may have concerns regarding Child Protection issues when they are asked by parents to admit a child who is still wearing nappies. Child Protection need not present an issue. It is good practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset. 2 copies should be included as standard in the Nursery Starters Pack – 1 to be kept by parents and the other to be returned to school.

Changing Facilities

Children who have long-term incontinence will require specially adapted facilities. The dignity and privacy of the child should be of paramount concern. Consideration is given to the sighting of this area from a health and safety aspect. The area should not be situated in a thoroughfare, as a changing mat will have to be used on the floor when a child is being changed. This method of changing a child is recommended, as it avoids having to lift a child and cause possible back injury.

Equipment Provision

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes and parents should be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin, non-allergic wet wipes, and liners to dispose of any waste.

Health and Safety

Staff should wear a plastic 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. This bag should then be placed in a bin (complete with liner) which is

specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be made aware of the school's Health and Safety Policy.

Special Needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and EHP's for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the school should be easily understood and recorded. Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child. Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

Physical Contact

All staff engaged in the care and education of children need to exercise caution in the use of physical contact. The expectation is that staff will work in "limited touch" cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background. Staff should be aware that even well intentional physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny. Physical contact which is repeated with an individual child or young person is likely to raise questions unless the justification for this is formally agreed by the child, the organisation and those with parental responsibility.

Children with special needs may require more physical contact to assist their everyday learning. The general culture of "limited touch" will be adapted where appropriate to the individual requirements of each child. The arrangements must be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Wherever possible, consultation with colleagues should take place where any deviation from the arrangements is anticipated. Any deviation and the justification for it should be documented and reported to the Head Teacher.

Extra caution may be required where a child has suffered previous abuse or neglect. From the child's viewpoint, physical contact might be associated with such experiences and lead staff vulnerable to allegations of abuse. Additionally, many such children are extremely needy and seek out inappropriate physical contact. In such circumstances staff should deter the child without causing them a negative experience. Ensuring that a witness is present will help to protect staff from such allegations, wherever possible.

Restraint

There may be occasions where it is necessary for staff to restrain children physically to prevent them from inflicting damage on either themselves, others or property. A number of staff are trained to use Positive Safe Handling techniques. In such cases only the minimum force necessary should be used for the minimum length of time required for the child to regain self-control. In all cases of restraint the incident must be documented and reported to the Head

Teacher. Under no circumstances would it be permissible to use physical force as a form of punishment, to modify behaviour, or to make a pupil comply with an instruction. Physical force of this nature can, and is likely to, constitute a criminal offence.

Pupils in distress

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation. Judgement will need to take account of the circumstances of a pupil's distress, their age, the extent and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the child's relative or another adult in school. Particular care must be taken in instances, which involve the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance, they should seek further advice, from their line manager or other appropriate person.

First Aid and Intimate Care

Staff who administers 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.

Regular requirements of an intimate nature should be planned for. Agreement between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed. A letter of agreement will be required between school and those with parental responsibility and documented.

Physical Education and other skills coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment. Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation. Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as/with children.

Out of School Visits, Clubs etc

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and all LEA guidance regarding out of school activities. To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on field trips, visits etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour.

Meetings with pupils away from the school premises where a chaperone will not be present are not permitted unless specific approval is obtained from the Head Teacher or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a child. If staff come into contact with pupils whilst off duty, they must behave as they would in their professional role and not give conflicting messages regarding their own conduct.

Further information may be found in the following documents and staff should make themselves familiar with the content:

- "Working Together to Safeguard Children", Inter-Agency Child Protection Procedures.
- Circular 10/95, Protecting Children from Abuse: The Role of the Education Service DFEE. www.dfes.gov.uk/publications/guidanceonthelaw/10_95summary
- What to do if You're Worried A Child is Being Abused. Summary (2003) www.doh.gov.uk/safeguardingchildren/index.htm

Appendix 1: Procedure for Changing & Cleaning Children – Soiled/Wet Clothes

**CHILDER THORNTON PRIMARY SCHOOL
PROCEDURE FOR CHANGING & CLEANING CHILDREN – SOILED/WET CLOTHES**

Location: Disabled Toilet Areas

Procedure:

- Promote independence
- Support independence
- Adult to change and clean child
- If necessary, clean and disinfect and soiled surfaces
- Inform Site Supervisor if any cleaning has occurred
- Dispose of any used items appropriately
- Record all incidents of Intimate Care and complete letter to be sent home to parents.

Equipment to use:

- Plastic apron and gloves
- Non-allergenic wet wipes
- Nappy sacks for soiled wipes (place in yellow lined bin)
- Nappy sacks for soiled underwear/clothes (double bagged in carrier bag if necessary)
- Soil bin
- Hand Sanitizer gel/spray
- Antibacterial spray/disposable cloth

Where possible, children will be encouraged to clean/change themselves. However where support is needed this will be provided in a sensitive manner by a member of staff.

Clean clothes will be provided for the child (appropriate as stock allow at the time) and soiled/wet clothes will be returned to parents at the end of the day or handed to the parent if they have been requested to collect their child.

Parents will be handed a letter at the end of the day to advise which member of staff has dealt with the situation.

If there are any concerns regarding regular incidents, parents will be contacted and invited to come into school to discuss toileting plans. Other agencies may also be invited to the meeting: eg: Health Visitor etc.

I have read the above procedure and agree to the procedure being used in the event of my child requiring Intimate Care.

Child's name:

Parent/Carer signature:

Date:



NOTIFICATION OF INTIMATE CARE

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 swiftly and sensitively by:

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

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

Kind regards

Staff member