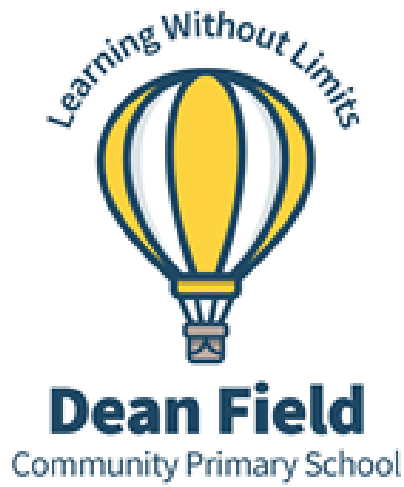


Intimate Care Policy



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
KFudge	December 2019	July 2020
KFudge	July 2020	July 2021
KFudge	July 2021	July 2022
KFudge	July 2022	July 2023
KFudge	July 2023	July 2024

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.

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.

Dean Field 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. Dean Field 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.

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 SEND) and are fully aware of best practice. Apparatus 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 and another adult will be supervising nearby.

Intimate care arrangements will be discussed with parents/carers and parents will be informed if their child has had an accident and has needed to be changed via the letter attached.

The Protection of Children

Education Child Protection Procedures will be followed at all times.

All children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc she/he will immediately report concerns 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.

Health and Safety

Health and safety advice for schools can be found in the school Health and Safety policy.

Children Wearing Nappies

Schools 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 (letter attached) 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. All staff involved will wash their hands thoroughly before and after care.

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. Changing of nappies and other intimate care procedures will take place in the disabled toilet located by the main office. The door will be closed to protect the dignity of the child. The area in which a child is changed will be appropriately wiped down using the

correct cleaning equipment after each use. To support additional mobility needs an electric bed was fitted in 2022. All adults have been trained in how to use this.

Equipment Provision

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes as appropriate and parent 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 When Changing Pupils

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 wrapped in a polythene waste disposal bag, which can be sealed (these are the 'Yellow Bags'). This bag should then be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste (Yellow bin located outside). Staff should then wash their hands using hot water and liquid soap. They should then dry their hands using paper towels. Staff should be made aware of the school's Health and Safety Policy.

SEND Children

Children with Special Educational Needs and Disabilities 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 IEPs 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.

Staff should be aware that even well intended 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.

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.

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.

Regular requirements of an intimate nature should be planned for. Agreements 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. (see attached)

Showering/Changing clothing

Young people are entitled to respect and privacy when changing clothes or taking a shower. 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 should avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. We will try to ensure that boys and girls are in separate changing rooms and the adults supervising them are of the same gender.

Stoma or Catheter Care

Where a young person has medical needs which include a stoma or a catheter, training for all staff involved must be undertaken by a medical professional (nursing team) before this can be carried out in school. The exact procedures set out by the nursing team must be carried out each time, not deviating from the steps provided. Information leaflets to be readily available in the disabled toilet for staff to refer to when carrying out the intimate care episode. The frequency of care must be agreed by the nursing team and parents. Staff and parents in these situations must read the intimate care policy and sign a copy. Where this type of intimate care is being carried out, there must always be two trained members of staff in the disabled toilet with the child at all times. Any soiled clothing, wipes, equipment i.e. catheter tubes, stoma bags etc must be disposed of in the same way as nappies - wrapped in a polythene waste disposal bag, which can be sealed (these are the 'Yellow Bags'). This bag should then be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste (Yellow bin located outside).

Out of School Trips and Clubs

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or afterschool 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, holidays 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.

Assessment and Review

- The EYFS lead and SENDco will assess and review this annually or when needed due to new conditions of individual children with their parents being consulted.
- All parents on entry to Dean Field will be made aware of this policy.
- The policy has been to consultation with particular outside professionals such as Manual Handling teams.
- Parents/carers may contact the school to discuss any concerns they have about the intimate care policy.

References

This policy should be read in conjunction with the relevant passages in:

- the Human rights Act (October 2000)
- the Equal Opportunities Policy
- the school's evaluation procedures
- the Child Protection policy
- the Safeguarding policy