



Intimate Care Policy

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Introduction

Staff who work with children will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved, and all available privacy, choice and control will be provided to them.

Staff who provide intimate care to children have all received Child Protection training and have a high awareness of child protection and safeguarding processes. Staff conduct is open to scrutiny and staff at St Peter's C of E Academy work in partnership with parents/carers to provide continuity of care to children wherever possible.

At St Peter's Bratton C of E Academy, we are committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise that there is a need to treat 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

All children who require intimate care are always treated respectfully; the child's welfare and dignity are of paramount importance. After a child has been provided with one-off intimate care, a log will be filled in by staff and the parents/carers informed by telephone and be given the opportunity to collect their child if they wish to do so. Children who receive regular and planned intimate care (usually due to specific medical or Special Educational Need or disability), a log will be completed, and parent/carers informed as per their personalised care plan. (See appendices 4 and 5)

Staff who are required to provide regular intimate care will be trained to do so (including Child Protection and Health and Safety training in moving and handling) and we will ensure that they 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 considering 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 Relationship and Sex Education to their children/young people as an additional safeguard to both staff and children/young people involved.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle, children 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 themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for specific children as appropriate to suit the circumstances of the child (see appendix 1). These plans will address issues such as moving and handling, personal safety of the child and the carer and health.

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 needs help with intimate care.

Consideration will be made on a case-by-case basis about which members of staff will provide the intimate care. It may be more appropriate that the same 1-2 members of staff provide the care but in other cases, better that a rota of carers take turns in providing the care. In any case, there is always another member of staff present to act as witness.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents/carers will be carefully considered alongside any possible constraints, e.g., staffing and equal opportunities legislation.

Each child will have an assigned member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive, for most children, this will be their class teacher.

Children Wearing Nappies or pull-ups

At St Peter's Bratton C of E Academy, we request that parents/carers ensure their child is toilet trained before entry into their reception class, unless there are exceptional circumstances that have prevented toilet training from taking place.

If, due to exceptional circumstances, children are still in nappies we ask parents/carers to sign a simple agreement form and an agreed Personal Care Plan as outlined in Appendix 2.

See also Appendix 3: Procedure for Changing a Nappy

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

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. they will immediately report concerns to the designated person for child protection and child protection procedures will be followed.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated by an appropriate person, designated safeguarding lead or senior leader as appropriate, and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process to reach a resolution. Staffing schedules will be altered until the issues 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 [see The Education Child Protection Procedures].

Appendix 1

Intimate Care Plan



Intimate Care Plan

Child's name:	Date:
Nominated Staff:	
Main areas of need:	
Detailed Plan: (refer to any toileting plans, dressing or undressing, medical needs)	
Signed:	
Principal: _____	Date: _____
Nominated Staff: _____	Date: _____
Nominated Staff: _____	Date: _____
Nominated Staff: _____	Date: _____
Nominated Staff: _____	Date: _____
Parent/carer: _____	Date: _____

Appendix 2

**Personal Care Plan
For children wearing
nappies/ pull-ups in
school**



St Peter's Bratton C of E Academy



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

Child's name:	DOB:
Completed by:	Date:
Review date:	
Who will change the child?	
How will the child be changed? e.g., standing up in a toilet cubicle, lying down on a mat on the floor or changing bench?	
Who will provide the resources? e.g., wipes, nappies, disposable gloves	
How will wet/soiled clothes be dealt with?	
How will the child be encouraged to participate in the procedure?	
Any other comments / important information: e.g. medical information	

Parent declaration

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 as discussed and where possible.

Signature:

Parent's/Carer's full name:

Date:

Appendix 3

Procedure for Changing a Nappy (child lying down)

1. Consider whether the child can be changed in a toilet cubicle standing up
2. Wash your hands
3. Assemble the equipment
4. Place the child upon the changing mat / bench
5. Put on gloves
6. Remove wet/soiled nappy
7. Fold the nappy inwards to cover faecal material and place in designated covered bin
8. Used wipes and gloves are to be disposed of in a bin with a disposable liner
9. Once the child has been changed and returned safely to the classroom, clean the changing area with a detergent spray.
10. Hands should be washed thoroughly whether gloves have been used or not

Appendix 4

Record of Intimate Care intervention



Record of Intimate Care intervention

Child's name		Year Group	
Date		Time	
Procedure			
Name of Staff - Print		Name of staff 2- Print	
Staff Signature		Staff Signature 2	
Letter Home procedure			
<u>During class time</u> Letter completed by staff who are supporting the child. Letter put directly into child's bag to go home.		<u>During Lunchtime</u> Letter completed by staff who are supporting the child. Letter put back into the Intimate Care folder for office staff to send out that day.	
Class time – Letter completed- YES/NO (delete as necessary) Letter put into child's bag -YES/NO (delete as necessary)			
Office			
CPOMS (Date and name of person)		Phone call home (Date and name of person)	Letter home (Date and Name of person)

Appendix 5

Letter to parent/carer



St Peter's Bratton C of E Academy



Dear Parent/Carer,

Your child _____ had a soiling/wet/menstrual incident today.

- They changed their clothes independently.
- They changed their clothes with adult support.
- They were changed by an adult.

- They needed support to wipe their intimate area
- Toilet paper used
- Wet wipes used
- Sanitary Towels used

In accordance with our policy the incident has been recorded.

In your child's bag you will find soiled/wet clothes.

Would you kindly wash and return any loaned school clothes asap.

Thank you.