



Templenewsam Halton Primary School
Intimate Care Policy September 2022

Review Date: September 2023

Intimate Care and Policy Guidelines

Introduction

At Templenewsam Halton Primary School we firmly believe that all children should be able to participate in all aspects school life with **safety and dignity**. We recognise that intimate care carries risks and, though it will not be possible to eliminate all risks, the balance should be on the side of safety. All children are entitled to maximum safety and maximum privacy.

Intimate care involves helping children with aspects of personal care that other children undertake for themselves.

Our purpose is;

To safeguard the rights and promote the best interests of the children.

To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.

To safeguard adults required to operate in sensitive situations.

To raise awareness and provide a clear procedure for intimate care.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. This intimate care policy should be read in conjunction with the following;

Child Protection Policy

Special Educational Needs and Disabilities Policy

Supporting Pupils at school with Medical Conditions Policy

Health and Safety Policy

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2021. The Governing Body will act in accordance with Section 175 of the Education Act 2002 and Keeping Children Safe in Education (September 2021) to safeguard and promote the welfare of pupils at this school.

Templenewsam Halton Primary School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act 2005 which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults. The school will share policy and procedures for dealing with children's general toileting needs with parents or carers. It is important that there is a positive dialogue between home and school about strategies in use with the child so that these can be reinforced as appropriate.

Principles

It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one. As far as possible the child should be allowed to exercise choice and should be encouraged to have a positive image of their body. There should be recognition that toileting support can involve risks for both the child and any adults in attendance.

Intimate Care Tasks – cover any task that involves:

Dressing and undressing

Washing including intimate parts

Helping someone use the toilet

Changing nappies where a medical need is identified

Carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Guidelines for Good Practice

When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve. All staff working in early years setting has an enhanced DBS check. Particular staff members are identified to change a child with known needs and they plan and record their work with that child.

Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely using the disposal bins provided. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse it.

Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Sensitivity and Respect

- Each child will be spoken to by name and given explanations of what is happening.
- Privacy appropriate to the child's age and situation will be provided.
- The child will be encouraged to care for themselves as far as possible.
- Items of good quality, appropriately sized spare clothing will be readily available or provided by parents if the child has a medical condition which results in regular toileting accidents.
- Adults should be aware and responsive to the child's reactions.

If you are concerned that during the intimate care of a child:

- You accidentally hurt the child
- The child seems sore or unusually tender in the genital area
- The child appears to be sexually aroused by your actions
- The child misunderstands or misinterprets something
- The child has a very emotional reaction without apparent cause (sudden crying or shouting)

Report any such incident as soon as possible to another person working with you and make a brief written note of it. This will then need to be recorded onto CPOMs. This is for two reasons: first, because some of these could be cause for concern, and secondly, because the child or another adult might possibly misconstrue something you have done.

Additionally, if you are a member of staff who has noticed that a child's demeanour has changed directly following intimate care, e.g. sudden distress or withdrawal, this should be noted in writing and discussed with your designated person for child protection.

Nursery, Reception, KS1 and KS2

By Reception, most children are able to independently manage their own toileting needs. Children are encouraged to visit the toilet as needed and good hygiene rules are reinforced. If a child accidentally wets themselves, they will be provided with wipes and encouraged to clean themselves. Wet clothing will be bagged and clean, dry clothing / PE kit will be available. When accidental soiling occurs, the child will be taken to the disabled toilet or Nursery changing area where a member of staff will support cleaning and changing. As there are limited showering facilities in school, parents may be contacted if the child cannot be cleaned by wipes alone. If there are concerns around frequent wetting or soiling, staff will meet with parents to discuss the child's individual needs. Some children will come to school with ongoing/specific physical or medical issues such as urinary tract infections or soiling difficulties. If the child requires a medical care plan, Local Authority policies on child protection and managing children's needs will be consulted.

Procedures in Nursery – 4 Year Olds to 4 Year olds and Reception

We recognise that children will join us having reached differing levels of independence and development in toileting and self-care;

Children are changed whenever the need arises.

Children not left in wet/soiled nappies or clothing.

Children are encouraged to take an interest in using the toilet; they may just want to sit on the toilet at first. Older children can access the toilets whenever they have the need to and are encouraged to be as independent as possible.

Children are reminded at regular times to go to the toilet.

New children have a general 'induction' tour of the toilet to make them feel safe and comfortable.

Children are encouraged to wash their hands after using the toilet and use hand driers.

Key staff undertake to change children. In their absence, a secondary staff member will support.

- Parents are requested to send changing essentials into school ie nappy sacks, wipes, clean nappies and a change of clothes, where the children are not yet ready to use the toilet when they start.
- Gloves are put on before changing commences.
- Key staff recognise that changing soiled underwear is relaxed and a time to promote independence in young children. They avoid pulling faces or making negative comments about nappy contents or the child.
- Where appropriate, nappies and 'pull-ups' are disposed of hygienically. Soiled clothing is bagged for parents to take home and placed in each child's bag in the cloakroom area.
- Any prescribed cream etc. can only be applied if the appropriate medication form has been completed.

However, we recognise that children develop at different rates;

Some children will be engaged in fully developing this aspect of their self-care when they start school.

Some children will not have had the practice that they need to use the facilities available: this could include culturally different expectations of self-care.

Some children may start wetting or soiling themselves after they start school during the settling-in period.

In these circumstances, the child's key person/teacher communicates sensitively with parents to determine if this is a temporary set-back (anxiety, arrival of new sibling, illness).

Children with SEND

Some children with SEND may require intimate care beyond early years and throughout school. Where this is required, staff will meet with parents to write a personalised intimate care plan. Where possible, a phase member of staff will be responsible for a child's intimate care. This may be more than one person and will be named on the intimate care plan.

Partnership with Parents/Carers

Staff work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce an intimate care plan. The intimate care plan will set out:

What care is required

Number of staff needed to carry out the task (if more than one person is required, reason will be documented)

Additional equipment required

Training requirements for staff

Child's preferred means of communication (e.g. visual, verbal)

Child's level of ability i.e. what tasks they are able to do by themselves.

Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care

Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following if required:

- Spare nappies
- Wipes, nappy sacks etc.
- Spare Clothes
- Spare underwear

The following must be taken into consideration:

- Parents/carers and the child should be involved in discussions and decisions in relation to how intimate care will be managed.
- Advice from external professionals (e.g. Occupational Therapists, Physiotherapists, School Nurse) to be followed.
- Consistency of approach from all adults involved in intimate care.
- Appropriate information to be communicated with relevant staff/parent/carer.
- Independence to be encouraged as much as possible using the progression of skills: - opportunity, dependence, cooperation, participation, supervised independent action and independence.
- Privacy to be maintained.
- Sufficient time to be allowed for.

Facilities

- Appropriate facilities are to be easily accessible by the child and the supporting adult.
- To maintain privacy the room can be seen to be in use and secured from intrusion.
- All waste bins are to be fitted with a lid and disposed of in the appropriate manner.
- Hand washing facilities are to be provided within the room for the child and staff. Liquid soap and paper towels are to be available.
- All equipment to be stored safely and accessible.
- Facilities are regularly inspected and maintained.

Equipment

The list of equipment detailed below is not exhaustive, but gives examples of the types of equipment available for use.

- Changing bed that is adjustable in height and has a safety panel in the disabled toilet
- Changing table and facilities located in Nursery toilets
- Changing mat, suitable for younger children, covered with intact waterproof material
- Gloves – seamless, non-sterile latex gloves
- Aprons – disposable plastic aprons
- Disposable paper towels
- Disposable nappy bags

- Cleansing creams and disposable wipes provided by and agreed with parent/carer.

Feeding, eating, injecting

- All procedures and training to be kept up to date with information from health professionals and parents/carers
- Hygiene procedures must be adhered to
- Emergency procedures to be documented and known by all relevant staff (e.g. allergic reactions, diabetic coma, fits)
- Timing of procedures to be carefully planned. The importance of social interaction at break times should not be underestimated

Physical assistance

- Give verbal prompts before touching, moving or handling
- Have due regard for instructions given by therapists regarding an individual movement/transfer
- Always use the equipment recommended to assist with movement/transfers

Monitoring and Review

This policy will be reviewed as needs change/arise and as national and local guidance impacts on it.

FURTHER INFORMATION

Child Protection Policy

Health and Safety Policy

SEND Policy

Inclusion Policy

Accessibility Policy

Intimate Care Guidelines, Leeds Safeguarding Children Board

Guidance for Safer Working Practice for People Working with all Children and Adults at Risk, Leeds City Council

Keeping Children Safe in Education, DFE 2021

Early Years Foundation Stage Policy

Written and Reviewed September 2022 by L. Seton and L. Lightfoot.

Appendix 1:



Dear Parent/Carer,

Your child currently needs an intimate care policy due to their toileting or medical needs.

We will support your child in managing their intimate care and where possible we will encourage them to clean and change themselves.

Attached is our Intimate Care Policy for you to read. Please sign and return the slip

Yours sincerely

L. Seton

Headteacher

Child's Name _____

I have read the Intimate Care Policy and agree to my child having an intimate care plan and being cared for by members of staff from Templenewsam Halton Primary School.

Parent's signature

Appendix 2

Intimate Care Plan

Name of child:	
DOB:	
Reason for intimate care plan:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent/carer.

*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.

SENCO/ Inclusion Leader approval:

Date:

Intimate Care Plan Agreements

The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed: (parent/carer)

The school:

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: (school member of staff)

Name: (school member of staff)

Date:

Appendix 3

Record of Intimate Care

Date	Time	Record of change and details	Signature