



Wooden Hill Primary and Nursery School **Intimate Care Policy**

Intimate Care Policy

1. Introduction

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.

Wooden Hill Primary and Nursery School understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care because of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing intimate care always undertake their duties in a professional manner and treat children with sensitivity and respect.

Wooden Hill Primary and Nursery School is committed to providing intimate care for children in ways that:

- Maintain their dignity
- Are sensitive to their needs and preferences
- Maximise their safety and comfort
- Protect them against intrusion and abuse
- Respect the child's right to give or withdraw their consent
- Encourage the child to care for themselves as much as they can
- Protect the rights of all others involved

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to the continence needs of our pupils where necessary.

2. Aims

- To ensure that pupils with continence difficulties are not discriminated against in line with the Disability Discrimination Act (DDA) 1995
- To support pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively
- To work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Safeguarding and Child Protection Policy; Health and Safety Policy and staff Code of Conduct).

3. Objectives

- To provide help and support to enable all children to become fully independent in their personal hygiene
- To treat individual cases with sensitivity, so as to maintain the self-esteem of the child

- To liaise with parents and create a care plan agreement which details how home and school will work together to support individual pupils
- To follow H&S guidelines (including the use of protective clothing for staff and the disposal of waste) when dealing with continence incidents
- To provide suitable information to parents and staff on how incidents of continence will be dealt with

4. Individual Pupil Needs

The staff work hard to build effective relationships with the parents/carers of the young children attending our school. Any particular need that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness (e.g. sickness and diarrhoea), or when a child refuses to let a member of staff change their clothing.

5. Care Plans

Where a pupil has a particular need (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident'), staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily. The written care plan (Appendix A) will include:

- Who will change the child
- Where changing will take place
- What resources will be used
- How the product (if used) will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries

Care Plans should be uploaded on to CPOMS.

6. Care Plan Agreements

The Parent:

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

The School:

- Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed should the child be staying for the full day
- Agreeing to monitor the number of times the child is changed to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements should this be necessary

This agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

Care plan agreements should be uploaded into CPOMS.

7. Personal Care Procedures

The staff will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'. All children who require intimate care are always treated respectfully. The child's welfare and dignity are of paramount importance. 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. 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. Where possible one child will be cared for by one adult, with another adult in attendance, whenever possible.

8. Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

9. Child Protection Education Child Protection

- The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures
- Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children

- Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy
- All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required (but at least annually)
- All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care (including any unusual marks, bruises or injuries) to the DSL
- Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy

10. Monitoring and Review

- If intimate care is used outside of a Care Plan (e.g. a one-off accident), this should be recorded on CPOMS
- The lead person (Early Years Leader/SENDCo) will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families
- It is the lead person's responsibility to ensure that all practitioners follow the school policy
- Any concerns that staff have about child protection issues will be reported in line with the child protection procedures. This policy runs alongside other school policies, particularly Safeguarding, Child Protection, SEND, and Health and Safety. It will be reviewed on an annual basis

APPENDIX A

Intimate Care Parental Consent Form

This form is to be completed by the EYFS lead and signed by parents.

Name of child:		Date of birth:	
Name of class teacher:		Class:	

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child's intimate care plan, as well as the member of staff responsible in their absence:

Name of staff members:	
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Where will the intimate care be carried out?

What equipment/resources will be required?

What infection control procedures are in place?

What disposal procedures are in place?

What actions will be taken if any concerns arise?

What do parents need to provide?

What are the reporting procedures for parents?

I have read the Early Years Intimate Care Policy provided by Wooden Hill Primary and Nursery School and I agree to the intimate care plan outlined above:

Signature of parent:		Date:	
Signature of EYFS lead/ Class Teacher:		Date:	

If the child is unduly distressed, a member of staff will contact the parent/carer.
NB 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.
*A copy of this document should be uploaded onto CPOMS.

APPENDIX B

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 school should my child have any marks/rash
- I agree to a ‘minimum change’ policy (i.e. the school will not undertake to change my 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 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:

.....
.....

Date:

.....

*A copy of this document should be uploaded onto CPOMS.

APPENDIX C

Personal Care Procedures

The staff will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Where a 'Care Plan' is in place, this should be followed
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D)
- Ensure clear communication with the child who needs intimate care in line with their preferred means of communication (verbal, symbolic, etc). Ensure they know what is happening and why
- Report any marks or rashes to parents and DSL if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness (e.g. sickness and diarrhoea), or when a child refuses to let a member of staff change their clothing
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child

APPENDIX D

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be double wrapped or placed in a hygienic disposal unit (identified bin in the toilet)
- Changing area to be cleaned after use with agreed cleaning products
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands

APPENDIX E

Procedures for Changing Children

The process of changing a child must be done in a positive, happy environment, where the child feels relaxed. Before changing make sure you are aware of any particular need of the individual child.

- It is the responsibility of all staff to deal with continence issues
- Nappy changing will take place in the disabled toilet in Nursery and in the children's toilets in Reception
- Staff will use wipes, creams and nappies provided by the parent/carer where a continence plan is in place. If it is a child for whom a continence care plan does not exist, the school will provide wipes and spare underwear
- Staff must wash their hands prior to changing a child
- Disposable gloves must be worn. New gloves must be used for each child
- Staff will use a changing mat with a paper towel on it. The mat will be wiped with a disinfectant spray after use
- Only essential clothing will be removed during the changing process
- The soiled nappy will be double wrapped and disposed of in the disposal bins
- Children must not be left unattended. Ensure the child is always safe
- The child will be encouraged to wash and dry their own hands and replace their own clothing to develop independence
- If a child is unduly distressed the member of staff will talk the child through each step and reassure them that they will feel much better when they are clean. If the distress is such that it is difficult to continue then the changing process must stop, and parents contacted
- If there are any concerns about child protection these must be dealt with in accordance with the school policy
- Check that the child's outer clothing is clean. Change clothes if appropriate
- Wet/soiled clothes must be placed in a bag. Personal items should be returned to the child's bag
- If marks or redness are seen, then this should be recorded and reported to the child's parents as soon as possible. If there are any child protection concerns, then this should be dealt with in accordance with school policy
- If an older child has an accident, then they should be taken to the toilet area and encouraged to independently clean themselves. The adult must ensure that dignity and privacy are respected throughout. Soiled underwear will be double wrapped in plastic bags and placed in their school bag to go home. School will provide spare underwear and clothing
- Ensure that the child washes their hands
- Staff must wash their hands