



Intimate Care Policy

Knaphill Federation of Schools	
Policy: Intimate Care Policy	
Governors' Committee Responsible: n/a	
Policy Originator: J. Concannon	Review Period: 3 Years
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Intimate Care Policy

The Knaphill Federation of Schools is committed to ensuring that all staff responsible for intimate care of children will undertake their professional duties in a professional manner at all times.

The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The governing body recognises its duties and responsibilities in relation to the Equal Opportunities Act (2010) which requires that any child with an impairment that affects his/her ability to carry out normal day to day activities must not be discriminated against.

We recognise that there is a need for children to be treated with respect when intimate care is given. No child will be attended to in a way that causes distress, embarrassment or pain.

Staff will work with close partnership with parents and carers to share information and provide continuity of care.

Aims:

- to safeguard the rights and promote the welfare of children
- to provide guidance and reassurance to staff whose role includes intimate care

Definition of Intimate Care:

Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.

Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life. It might involve helping a child to manage their personal hygiene, for example following a wetting or soiling accident. As children reach puberty it might be necessary to support girls with personal hygiene products. There might also be instances where children with specific medical needs require support with personal care.

Most children would be able to carry out procedures for themselves and we encourage independence whenever possible. Some children with additional needs or disabled children may be unable to meet their own needs for a variety of reasons and would require regular support. Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping a child to use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body

Definition of Personal Care:

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation. Personal care tasks specifically identified as relevant include:

- administering oral medication

- dressing and undressing (clothing)
- washing or wiping non-intimate body parts
- prompting to go to the toilet.

Toilet Training:

Starting School or Nursery is always an important and potentially challenging time for both children and their parents. It is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:

- have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting
- may be fully toilet trained at home but have accidents in the setting, or visa versa
- may be nearly there but needs some reminders and encouragement
- may have development delays but with additional support will master these skills
- have SEND and might require help with some or all aspects of personal care.

Our approach to best practice:

- All staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise 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.
- Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.
- Staff who provide intimate care are provided with training as necessary and are made fully aware of best practice and have a high awareness of child protection issues.
- Staff behaviour is open to scrutiny and staff work in partnership with parents/carers to provide continuity of care to children wherever possible.
- Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- The management of all children with intimate care needs to be carefully planned.
- Where specialist equipment and facilities, above that which is currently available in school, are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a physiotherapist and/or occupational therapist.
- There is careful communication between school and parents or carers of any pupil who requires intimate care.
- Staff will promote and support the highest level of independence possible, according to the pupil's individual condition and ability.
- An individual care plan will be drawn up for any pupil requiring regular intimate care. Arrangements will be discussed with parents/carers on a regular basis and reviewed in the intimate care plan
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures (where possible, one adult will care for one child unless there is a sound reason for having additional adults present, in such cases, reasons will be documented.

- The needs and wishes of pupils and parents/carers will be taken into account whenever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child is in need of intimate care (in the case of a toileting accident) then parents/carers will be informed the same day; information should be treated as confidential and communicated in person, via telephone or by a sealed letter.

Safeguarding:

All children have the right to be treated with dignity and respect. Staff and governors recognise that disabled children are particularly vulnerable to all forms of abuse.

Staff are aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Child protection and multi-agency procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (for example, unexplained marks, bruises or soreness) s/he will immediately report concerns to the 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 investigated at an appropriate level and outcomes recorded. Parents will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff in regard to intimate care, the Complaints Policy and Managing Allegations Against Staff Protocols will be followed.

We recognise that abuse of children has and can still happen in not only early years settings but also schools. Therefore, it is crucial that all staff are not only alert to this but also consider how they can prevent having allegations made against them.

- staff are suitably checked (DBS)
- staff are aware of the recording requirements if changing nappies and/or toileting
- staff follow the setting procedures/guideline for intimate care
- involve the child as far as possible in his or her own intimate care
- staff are familiar with the settings safeguarding policy
- the adult who is going to carry out an intimate care procedure informs another member of staff that they are going to do
- all staff are up to date with their safeguarding training

Health and Safety:

Procedures are already in place for dealing with spillages of bodily fluids such as the process to be followed when a child accidentally wets or soils himself, or is sick while on the premises. The same precautions will apply for nappy/pull ups/changing. This includes:

- staff to wear fresh disposable aprons and gloves while changing a child
- soiled nappies/pull ups securely wrapped and disposed of appropriately
- changing area/ toilet to be left clean

- hot water and soap available to wash hands as soon as changing is done
- paper towels to be available to dry hands.

Parents are asked to identify in the Induction Pack their agreement for intimate care to take place. Staff will not undertake any aspect of intimate care that has not been agreed between the setting, parents and child (if appropriate). Intimate care plans will be reviewed at least six monthly. The views of all relevant parties, including the child (if appropriate), will be sought and considered to inform future arrangements.

If during the intimate care of a child the member of staff accidentally hurts them, misunderstands or misinterprets something, they will reassure the child, ensure their safety and report the incident immediately.

Any unusual emotional or behavioural response by the child must be recorded and reported. A written record of concerns must be made and kept in the child's personal file.

Useful resources and websites:

The following are available at eycspractitioners@surreycc.gov.uk

Safeguarding Children Policy

Allegations Against a Member of Staff

Safe Working Practice guidance

Code of conduct guidance

Working Together to Safeguard Children 2016

Available to download from www.education.gov.uk search DCSF-00305-210

Surrey Safeguarding Children Board manual of child protection guidelines

Available online at <http://sscb.proceduresonline.com/index.html>

Surrey Safeguarding Children Board

www.surreycc.gov.uk/safeguarding

Advisory, Conciliation and Arbitration Service (ACAS)

www.acas.org.uk

NSPCC www.nspcc.org.uk

Nappy Changing Procedure

This document is taken from the advice of Surrey Early Years and Childcare Service and has been adapted to reflect the service offered by Knaphill Lower School. Any effective nappy changing procedure will minimise but not eliminate the spread of cross infection.

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.
- Wash and dry your hands.
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy change.
- Support the child if necessary to climb up the steps onto the changing mat.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack
- Put on a clean nappy and apply cream if necessary. Place filled nappy sack in a pedal operated bin. Take off the gloves and apron and place them in in a pedal operated bin.
- Dress the child.
- Support the child to wash their hands if this is age appropriate, using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area and using anti bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

Items needed

- Hands free bin specifically for nappy disposal
- Yellow bag bin for clinical waste
- Nappy changing unit with steps
- Bag for each child's nappies wipes and so on
- Spare clothes
- Disposable aprons and gloves
- Nappy sacks
- Anti bacterial spray
- Paper towels
- Liquid soap