



William Law C E Primary School

Intimate Care Policy

Policy shared with staff on 8th June 2017 [by email/staff briefing]

Policy confirmed by the Governing Body of William Law CE Primary School on:

Date: 7th June 2017

Signature: Anna Bertou

Policy to be reviewed on: June 2020

This policy is written in line with the Christian values and ethos of our school.

WILLIAM LAW CE PRIMARY SCHOOL

POLICY FOR INTIMATE CARE

1. Introduction

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene that 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.

2. Our Approach to Best Practice

The 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. The 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.

Every effort will be made to ensure that children's dignity is preserved and a high level of privacy, choice and control is provided to them.

A careful communication needs to be developed 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 ought to be 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 particular children, as appropriate, to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the member of staff involved.

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 unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers, known to the child, who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

Staff behaviour is open to scrutiny at all times.

'In house' training will be provided for staff who provide intimate care including Safeguarding and Health and Safety training in moving and handling.

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, will not usually be involved with the delivery of sex education to their children, as an additional safeguard to both staff and children involved.

Each child will have an assigned senior 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.

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 will be carefully considered alongside any possible constraints; eg staffing and equal opportunities legislation.

Children wearing nappies:

Parents will be asked to sign an agreement form outlining, as part of the care plan, who will be responsible 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. A notebook will be used to record who changes the child, how often this task is carried out and the time they left / returned to the classroom following this task. It is the parent's responsibility to provide nappies, disposal bags, wipes, changing mat etc. School will provide gloves, plastic aprons, a bin and liners to dispose of any waste. There are two yellow disposal bins in school (Disabled toilet and adult toilet near to receptions rooms).

By implementing this good practice parents are reassured that the school has systems in place and procedures for staff to follow.

Changing facilities:

Our school is equipped with a disabled washroom, shower and toilet.

Health and Safety:

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety Policy.

3. The Protection of Children

The school's Safeguarding Procedures will be accessible to staff and adhered to.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

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.

If a member of staff has any concerns about physical changes in a child's presentation, eg marks, bruises, soreness etc, he/she will immediately report concerns to the appropriate manager/designated person for child protection. A clear record of the concern will be completed and forwarded to the school's Safeguarding Officer.

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 see Safeguarding Procedures for details.

Sun Protection

Members of staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to provide sunscreen for their children. Children will also be encouraged to wear a hat when playing outside in the sun. When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves.

Reception Teachers are allowed to apply sun cream bought and supplied by the school after the parent/s have signed a permission slip.

Guidance re: a child who is not subject to an individual plan and is in need of adult assistance to wash/shower

A shower is available along with a toilet.

Unless circumstances require otherwise, only one adult should be present. For children who have had accidents and need cleaning up, where no plan is in place, check with the team leader before intervention. If showering is considered appropriate – get the child to do as much as possible. The child's parents should be informed of the action taken. If the child is unwilling, no shower should take place.

4. Policy Revision

This policy will be reviewed every three years.