



INTIMATE CARE POLICY September 2014

Seabridge Primary School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act 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 and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

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

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. Advice is available from the health visitor and the school nurse should parents require support for toilet training. However, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to support any training programme requested by a child's GP and/or the school doctor or parent.

Permission is sought as children enter Early Years Foundation Stage (EYFS) and slips are kept on record. All FS staff are informed of those children where no permission is given. Where a child has continuing incontinence problems (i.e. past EYFS) parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. Children who have prolonged difficulties past EYFS stage, due to a diagnosed medical condition will need a care plan. The care plan will be written with the school nurse and on the guidance of the medical consultant.

EYFS staff have access to a screened area for changing nappies etc and a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags, aprons and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, one member of the FS staff (teacher, NNEB, practitioner, meals supervisor) will help the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress the child in their own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home

•Inform parents that the child has been changed by completing the agreed parent information slip and completing the toilet changing record book.

If any child is considered to be heavily soiled and full bathing facilities are required the parent will be contacted as the school is unable to provide these.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant to receive support and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child or in the case of older pupils, support them in this action. If the member of staff feels that a parent should be called due to heavy soiling or distress on the part of the child, a phone call will be made at this point. The member of staff responsible will check the child regularly to ensure that he/she is clean before leaving to go home. The latter is because the school washing facilities are not accessible to parents.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

Our approach to best practice for ultimate care needs over and above accidents.

- Staff who provide intimate care will receive Child Protection Training and Health & Safety training.
- Apparatus will be provided to assist with children who need special arrangements, following assessment from a physiotherapist/occupational therapist as required.
- A Risk Assessment will be completed and displayed in an appropriate place in the classroom. This Risk Assessment will be reviewed annually.
- The management of all children with intimate care needs will be carefully planned.

- Where specialist equipment and facilities above that currently available in the 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 will be careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- 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.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any pupil requiring regular intimate care due to a prolonged medical condition.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.
- This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

Child Protection

The Governors and staff of Seabridge Primary School recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers 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 this will be investigated in accordance with agreed procedures.

This policy was adopted by the Governing Body on
It will be reviewed annually.

Review dates
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