

Ridgeway Infant School

Learn to love, love to Learn

INTIMATE CARE POLICY



Date agreed: 19TH JANUARY 2016

Minute Ref: FGB 15/060

Signature of Chair of FGB:

Review Due: SPRING 2019

Responsibility of the Full Governing Body

Introduction

Ridgeway Infant 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. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection safeguarding issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling training) and are fully aware of best practice. (Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist).

The child 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 him/herself as they are able.

Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. (Appendix 1)

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.

Wherever possible the child should be cared for by an adult of the same sex. However, in certain circumstances this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents/carers will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Child Protection Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. This policy enables *Ridgeway Infant School* to carry out our functions with a view to safeguarding and promoting the welfare of children under sections 175 and 157 of the Education Act (2002). The policy is in line with the following legislation and guidance:

- Working Together to Safeguard Children (2015)

- Children Act 1989 and 2004
- Keeping Children Safe in Education (2015)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)
- Protection of Freedoms Act (2012)

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated safeguarding officer.

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. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

All staff will be required to confirm that they have read the Derby City Council 'Toileting and Contenance Policy and Guidance' document.

Updated January 2016

Personal Care Plan

Child's Name: _____	Date of birth: _____
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Completed by: _____ (member of staff)

Date of Plan: _____ Date to review Plan: _____

Who will change the child?

How will the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor

Who will provide the resources? e.g. wipes, nappies, disposable gloves

How will the changing occasions be recorded and if/how this will be communicated to the child's parent/carer

How will wet/soiled clothes be dealt with?

What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed

Agree a minimum number of changes

How will the child be encouraged to participate in the procedure?

Any other comments/important information:
e.g. medical information

I confirm that I have discussed the toileting needs of my child and will change my child at the last possible moment before he/she comes to school. I agree to provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

Signed: _____

Parent/Carer's Full Name: _____

Staff: _____