



INTIMATE CARE POLICY (and SAMPLE LETTER)

Spring 2015

Aims

- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To recognise 'intimate care' includes attending to toilet accidents/medical conditions causing soiling/menstruation soiling/supervising toileting habits.
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure children feel safe and secure.
- To ensure children are respected and valued as individuals.
- To ensure intimate care procedures minimize any risks associated with intimate care.
- To adhere to the SWCP procedures.
- To ensure the procedures are non-discriminatory and that parents of children with disabilities are not asked to do more than their peers who do not have children with disabilities.

Procedures

All staff carrying out intimate care of children in the school must be aware and follow the procedures and advice outlined below:

- Any adult involved in intimate care should be a member of the school staff, **not** a volunteer or parent helper.
- They will be a member/s of staff linked to the child's class and known to the child.

- Ensure they are aware of the child protection policy and procedures in place within the school.
- If concerned about a child's actions or comments whilst carrying out intimate care, staff should record this on the P&S (Personal & Social) File and discuss with the school's designated person for child protection
- Children who need changing during lesson time or lunch and break times due to a toileting accident and/or the child is not toilet trained, he/she should be changed in the nearest appropriate toilet or the disabled toilet to allow for privacy and/or supervision.
- Children still undergoing toilet training should have all necessary materials (e.g. nappies, wipes, change of clothing etc) provided, after discussion with school about appropriateness/need, by the parents
- Use the nature of the accident/incident and the knowledge of the child to make a judgement on how many adults should be involved in intimate care. It is advisable to have two adults in attendance. This is because there may be cases where the child is identified as vulnerable, is on the child protection register or where knowledge of the child or family indicates there could be difficulties/allegations could be made.
- Consider the dignity of the child and allow them to make a decision on how they are assisted. Ask the following if relevant:

Would you like some help?

Would you like me to help you?

Would you like me to come with you and wait outside the door in case you need any help?

(NB If staff suspect soiling and it is denied by the child the matter should be referred to the parent for advice – usually a telephone call)

- Forcing the child to 'prove otherwise' is unnecessary and unwise. However, so is allowing children to sit in soiled clothing. If needed an executive decision by the Headteacher (HT) will be made to send the child home or require parents to collect and deal themselves)
- A child's refusal to allow themselves to be changed will result in an immediate telephone call to inform parents. Parents can choose to visit the school to change the child or take them home to change – then return to school
- Ensure another member of staff, preferably the class teacher if during lesson time, knows that you are withdrawing the child and why.
- Speak to the child by name and explain what is happening. Ensure privacy appropriate to the child's age and situation.
- If children can change themselves, wait outside the door with the younger children and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult. Professional judgement should be used.
- Be aware and responsive to the child's reactions if assisting with intimate care.
- Ensure any religious and cultural values are taken into account.
- Ensure spare clothing is readily available

- If washing is required, use a disposable cloth. Encourage the child to wash any intimate parts of the body with wipes (held in Foundation Stage Classes and First Aid Room).
- Any injuries needing intimate care should be dealt with sensitively. The HT or DHT should be called in such circumstances and parents will be requested to attend as appropriate.
- Gloves should be used in assisting in any form of intimate care (kept with wipes).
- Dispose of any used items appropriately. (Nappy sacks)
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the classroom (caretaker's room).
- Inform the caretaker if any cleaning has occurred.
- If a child has need of support or reassurance after the incident, an appropriate space should be used.
- Record all incidents of intimate care in the **child's personal file** and send a note to parents if the child has been assisted in any way.
- Confidentiality should be maintained at all times between child, school and parent/carer.
- Staff with concerns over any aspect of intimate care should discuss these with the HT or DHT or PSA.

Regular Occurrences

- If the child has an ongoing problem that requires intimate care prevention, the School Nurse plus HT, DHT should be informed so arrangement can be made with the parent/carer for long term resolution of the difficulties.
- Children with special medical needs who need changing on a daily basis will have a separate record where the date and time is noted and the signature of the staff member is kept on record. ***Parents of these children will be aware of the procedure and will not receive a note every day.***

Parents and carers

- If the child has been assisted with intimate care, parents will be informed via a **standard letter held in the classroom/office**. Alternatively a telephone call may be more appropriate e.g. periods starting.
- Parents will be able to view the policy at any time.

This policy will be reviewed annually

Date: Spring 2015

Dear

Re: Informing parents of an intimate care issue

This is a courtesy letter to inform you that your child had a toileting accident today at school.

This is a courtesy letter to inform you that your child had a toileting accident today at school. The matter was dealt with swiftly and sensitively by.....in accordance with our **Intimate Care Policy** (available from the school office).

We have returned the clothing for washing/We have washed the clothes in the washing machine (Delete as appropriate)

Please wash and return any items borrowed from school at your earliest convenience. If you wish to discuss the matter further please contact the class teacher.

Yours sincerely

Rachel O'Kane

HEADTEACHER

INTIMATE CARE RECORD (PLACE IN FRONT OF CHILD'S FILE)

Child's Name	Date	Staff Members involved	Comments (if required) REPORT TO DESIGNATED PERSON FOR CHILD PROTECTION IF ANY CONCERNS