

St Joseph's Catholic School

Intimate Care Policy

Next Review: Annually in conjunction with the Child Protection- Safeguarding Policy- April 2018

Introduction:

St Joseph's School is 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.

This 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 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.

This policy applies to all staff undertaking personal care tasks with children but particularly to those who are in the Early Years. The normal range of development for this group of children indicates that they may not be fully toilet trained.

In addition to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment.

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.

Definition:

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. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Intimate personal care tasks can include:

- Dressing and undressing;
- Changing soiled or wet clothes;
- Changing a nappy or pull up;
- Toileting;
- Washing;
- Application of topical medicines (e.g. sun creams, eczema creams);
- First aid and medical assistance.

Toilet Training:

Starting school or nursery has always been an important and potentially challenging time for both children and the schools that admit them. 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 in the EYFS may:

- be fully toilet trained across all settings
- have been fully toilet trained but regress for a little while in response to the stress and excitement of beginning Nursery or Reception
- be fully toilet trained at home but prone to accidents in new settings
- be on the point of being toilet trained but require reminders and encouragement
- not be toilet trained at all but likely to respond quickly to a well structured toilet training programme
- be fully toilet trained but have a serious disability or learning difficulties
- have delayed onset of full toilet training in line with other development delays but will probably master these skills during the Foundation Stage
- have SEND and might require help (during the Foundation Stage and beyond) with all or some aspects of personal care such as washing, dressing or toileting.

Schools are not expected to toilet train pupils. Therefore unless a child has a disability, as defined through legislation, it is expected that parents/carers will have trained their child to be clean and dry before they start school.

Our approach to best practice:

The provision of personal care may be routine in the Nursery/EYFS setting for some of the youngest children who have not yet been fully toilet trained. It is also part of the routine care for some children with a disability.

However, the need for personal care occurs from time to time for other children.

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

Every child has the right:

- To be safe;
 - To personal privacy;
 - To be valued as an individual;
 - To be treated with dignity and respect;
 - To be involved and consulted in their own intimate care to the best of their abilities;
 - To express views on their own intimate care and to have such views taken into account;
 - To have levels of intimate care that are appropriate and consistent;
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- All staff working with children hold up-to-date DBS checks. Staff designated to carry out this work will be properly trained, receive appropriate guidance and know the school's Child Protection -Safeguarding policy and the intimate care policy.
Pupils and volunteers are **not** permitted to be involved in intimate care.
Staff behaviour is open to scrutiny, and staff at St Joseph's School work in partnership with parents/carers to provide continuity of care to children wherever possible.
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 management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
 - Staff who provide intimate care will be trained to do so and will be fully aware of best practice. 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. It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress, children may communicate using different methods - words, signs, symbols, body movements, pointing, etc.

To ensure effective communication:

- make eye contact at the child's level;
 - use simple language and repeat if necessary;
 - wait for response;
 - continue to explain to the child what is happening even if there is no response; and
 - treat the child as an individual with dignity and respect.
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- 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.
 - 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.

- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities. A child will be encouraged to attend to their own needs wherever possible and safe to do so –depending on their age and stage of development. It may be possible to provide supervision and guidance, intervening only where necessary or if the child asks for help. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils, this will be in response to the pupil's needs at the time and it will be of limited duration. Staff will encourage each child to do as much for them self as they can. A log is kept in school of times when a child has needed intimate care and this log will be reviewed regularly to see if any further action may be required such as a visit to the GP.
- Individual care plans will be drawn up for any pupil requiring regular intimate care. 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. When a child requires intimate care, the member of staff caring for the child will notify another member of staff of the task being undertaken, so that they are aware and remain in close proximity and it will then be recorded on the 'Intimate Care' record sheet. Wherever possible, the same child will not be cared for by the same adult on a regular basis; all members of staff within the child's year/phase are known to the child and will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing. Each child's right to privacy will be respected. Personal care should always be provided in an appropriate area so that the child/young person is afforded privacy.
- 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. If a child has a continuing need for intimate care, for example, they are in a nappy, arrangements will be discussed with parents/carers, and an individual care/support plan will be written and signed.
Advice and support from a Health Visitor/School Nurse will be sought where necessary. Meetings will take place between the parents/carers and the school on a regular basis to monitor progress. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parent/carers will provide nappies or pull ups, wipes, nappy sacks and a changing mat (where appropriate). The school will provide gloves and disposable aprons for staff.
- Where a care plan is not in place and a child needs 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.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc she/he will immediately report concerns to the appropriate person for Safeguarding. A clear record of the concern will be completed and referred on if necessary (see Child Protection - Safeguarding policy).

Responsibilities

Management responsibilities:

- To ensure that staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid/ child protection procedures; and other aspects of Intimate Care.
- To keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required.
- To provide induction programmes for all new staff and to ensure that all new staff are familiar with the school's Intimate Care policy and relevant Intimate Care procedures.

Staff Responsibilities:

- Staff must be familiar with the Intimate Care policy/procedures.
- Staff must adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to management within the school.
- Designated staff will liaise with parents/carers and other appropriate services over the development and implementation of the agreed Intimate Care Procedures.
- Designated staff will liaise with other professionals regarding specific aspects of Intimate Care if appropriate.

Child Protection:

The Governors and staff of St Joseph's 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) s/he will immediately report concerns to the Designated Safeguarding Lead.

This policy was adopted by the Governing Body on April 2017

It will be reviewed in April 2018 in line with the school Child Protection –

Safeguarding Policy

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Dear Parents;

INTIMATE CARE

Schools are not expected to toilet train pupils. Therefore unless a child has a disability, as defined through legislation, it is expected that parents/carers will have trained their child to be clean and dry before they start school.

St Joseph's 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 when intimate care is given.

Intimate care is any care which involves washing, touching or carrying out a procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas.

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. All staff are knowledgeable about intimate care and the individual needs of children are taken into account.

Staff who provide intimate care are trained to do so (including Child Protection) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

The child will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans may be drawn up for specific children as appropriate. Each child's right to privacy will be respected.

St Joseph's School values the partnership with parents and carers and values their information in relation to children needing intimate care. All parents/carers of children admitted to school will be required to complete an agreement form on admittance to the school. This agreement gives permission to provide intimate care as required.

We would like parents to sign the agreement which gives permission for the school to provide intimate care as necessary.

Please return the permission slip to your child's class teacher.

Yours sincerely

Mrs French
Deputy Headteacher

Appendix 1

PERMISSION FOR ST JOSEPH'S CATHOLIC PRIMARY SCHOOL TO PROVIDE INTIMATE CARE

Child's Last Name	
Child's First Name	
Male/Female	
Date of Birth	
Parent/Carers name	
Address	

I give permission to St Joseph's Catholic Primary School to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the school of any medical condition my child may have which affects issues of intimate care.

Name.....

Signature.....

Relationship to Child.....

Date.....

Appendix 2

Intimate Care Procedures

Procedure for undressing and dressing pupils – after soiling:

(Where a child is heavily soiled, the parent/carer will be phoned and asked to come to school to change their child or to take the child home if required)

Ensure:

- **you have told another member of staff that you are involved in an intimate care procedure**
- **This takes place away from others, but that doors are left ajar / and another adult present if required**

1. Ensure you are wearing disposable gloves and a disposable apron
2. Encourage the child to remove clothing from lower body first and to do it independently. Provide help or assistance only when, and if needed
3. Wash/clean as required – again encourage the child to do this independently where possible.
4. Ensure lower regions are covered before removing garments from upper body (if necessary)
5. Give the child the clean clothes (either provided by the parents/carers, or where these are not present lend them some clothes.)
6. Encourage the child to dress themselves. Provide help and assistance as appropriate/required.
7. Put the wet or soiled clothes in a plastic bag and ensure the child takes them home at the end of the day. Include a note to let parents know why their child has been changed. Where appropriate, we may speak to the parents as well.
8. Child must then wash their hands, with soap or gel
9. Remove gloves and apron and wash your hands. Dispose of these in the appropriate bin
10. **IMPORTANT** - Record the care given on the Intimate Care Record sheet and sign that a note for parents has been completed.

Appendix 3

St Joseph's School - Intimate/Personal Care Plan

Child's Name:	Date:
Main areas of Need: <ul style="list-style-type: none">••••	
Medical Plan (if applicable): (Include equipment needed, location)	
Dressing/undressing plan (if applicable): (Include equipment needed, location)	
Toileting plan (if applicable): (Include equipment needed, location)	
Where a child is heavily soiled, the parent/carer will be phoned and asked to come to school to change their child or to take the child home if required.	
This plan was written by: _____ on _____	
Agreed with parents/carers on _____	
Child's views were sought for this plan on _____ (if not, please state why not)	
Signed (Parent/carers) Date	
School Staff Signed Date	

Appendix 5



Dear Parent/Guardian

This is to let you know that _____ had a toilet accident today and was taken to the medical room. He/she *changed unaided / was assisted while changing* into dry underwear.



Dear Parent/Guardian

This is to let you know that _____ had a toilet accident today and was taken to the medical room. He/she *changed unaided / was assisted while changing* into dry underwear.



Dear Parent/Guardian

This is to let you know that _____ had a toilet accident today and was taken to the medical room. He/she *changed unaided / was assisted while changing* into dry underwear.