



Farnborough Road Infant School.

Intimate Care Policy

“Learning, Caring and Achieving Together”

1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support children who require intimate care.
- Pupils requiring intimate care are properly supported in a manner that is respectful and preserves the child's dignity.

The governing body will implement this policy by:

- Ensuring staff are suitably trained.
- Making staff aware of pupil's intimate care needs, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support pupils with intimate care needs.
- Developing and monitoring Individual Health Care Plans for pupils where appropriate.

2. Legislation and statutory responsibilities

This policy meets the requirements of The Equality Act 2010 and reflects information and guidance in 'The Dignity of Risk' produced by the Council for Disabled Children.

3. Definition

Intimate care is any care which involves the following:

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him/herself
- Children wearing nappies or other continence aids
- Supervising a child in intimate self-care
- Providing comfort to a distressed child through 'limited touch'
- Positive handling.
- Providing First Aid assistance
- Assisting a child who requires a specific medical procedure

4. Principles

- Children have a right to privacy, dignity and a professional approach from staff when meeting their needs
- Children's intimate care should encourage and develop as much independence and control as possible.
- Children's needs will always be respected including the right to express choice.
- Children will be attended to in a way that avoids or minimises distress and discomfort.
- Staff will work in partnership with parents/carers to provide continuity of care to children wherever possible.
- Staff behaviour must be open to scrutiny.

5. Our School Practice

5.1 Assisting a child to change his / her clothes

On occasions an individual child may require some assistance with changing if, for example, gets wet outside, or has vomit on his/her clothes etc. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed. Parents will be informed when intimate care has been provided.

5.2 Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of clean underwear and spare uniform for this purpose.
- Staff will ensure there is another adult in the vicinity when changing a child and will ensure the second adult is aware of the intimate care procedure.
- If a child is not able to complete this task unaided, school staff will follow one of the following:

Where there is pre-agreed consent from parents for intimate care, staff will change the child in line with our Procedure for Changing (Appendix 1)

Where there is no pre-agreed consent for parents for intimate care:

- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend within a reasonable time, school will seek verbal permission for staff to change the child. If none of the contacts can be reached the Headteacher is to be consulted and the decision taken on the basis of loco parentis and our duty of care to meet the needs of the child.

5.3 Children wearing nappies

Parents are asked to sign a simple agreement form (see Appendix 2) indicating consent for school staff to change the child or to contact the parent. The school will follow procedures as outlined in 5.2 above.

5.4 Supervising a child involved in intimate self-care

Some children may still to be supervised while using the toilet. Children are encouraged to toilet themselves independently, however at times they may need assistance.

5.5 Providing comfort to an upset or distressed child and limited touch

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. The expectation is that staff will work within our culture of 'limited touch' and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff should be aware that even well intentioned physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny.

Children with special needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted where appropriate to the individual requirements of each child. The arrangements will be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Wherever possible, consultation with colleagues should take place where any deviation from the arrangements is anticipated. Any deviation and the justification for it should be reported to parents.

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation. Judgement will need to take account of the circumstances of a pupil's distress, their age, the extent and cause of the distress. Particular care must be taken in instances which involve the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice, from their line manager or other appropriate person.

Extra caution may be required where a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to staff vulnerable to allegations of abuse. Ensuring that a witness is present will help to protect staff from such allegations.

5.6 Positive Handling

There may be occasions where it is necessary for staff to use positive handling to prevent them from inflicting damage on either themselves, others or property. In all cases of positive handling the incident must be documented and reported. Staff must be fully aware of (and follow) the school's Positive Handling Policy.

5.7 First Aid and intimate care

Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

5.8 Assisting a child who requires a specific medical procedure

Our Policy for Children with Medical Needs and Administering Medicines in School outlines arrangements for the management of the majority of medications in school. Parental permission must be given before any medication is dispensed in school – permission can be given via the Parent App or by calling in at the school office. A small number of children will have significant medical needs and will have an Individual Health and Care Plan (IHCP). If required, school staff will receive appropriate training.

6. Consent

Parents have the opportunity to sign a form (see Appendix 1) to consent to appropriate school staff providing intimate care if the need arises. Where consent is not given, the school will follow the procedure outlined in section 5.2 above.

7. Encouraging independence

The child will be supported to achieve the highest level of independence that is possible given their age and developmental stage. 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 Health Care plans will be drawn up for some children requiring intimate care, as appropriate, to suit their individual circumstances. This is the responsibility of the school's Inclusion Leader, Katie Touhey.

The pupil's dignity will always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

8. Information sharing

Parents will be informed when intimate care has been required. Some children who require regular intimate care may have a home/school book to record episodes of intimate care.

9. Responsibilities

The person in school responsible for the overall implementation of this policy, including provision of appropriate resources, staff training, child protection and Health and Safety is the Headteacher, Miss Sephton.

All staff have the responsibility to be aware of and act in line with relevant policies and procedures. Any member of staff may provide intimate care, provided it does not require unusual procedures or techniques (e.g. lifts or hoists – in which case staff may need to receive guidance or training from appropriate professionals). Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

Students and volunteers are not to provide intimate care, but they may be used as a witness.

Parents are responsible for the provision other resources which may include (though may not be limited to): nappies, disposal bags, wipes, changing mat etc.

10. Expertise and staff training

In-service training will be provided to staff on Child Protection, Inclusion, Special Educational Needs and Disabilities, manual handling. In cases where a child has specific needs that may require intimate care, advice and/or training will be sought from appropriate specialists.

11. Working with outside agencies

The SENCO liaises with appropriate agencies to secure appropriate training, advice, equipment and facilities to support pupils with additional needs who may need intimate care on a regular basis. At Farnborough Road Infant School will liaise with agencies including:

- Sefton Complex Needs Team
- Occupational Therapy
- Physiotherapy
- Speech Therapy
- Community Paediatrics
- School Health Team
- Sensory Support Services
- Any other specialist involved in the care of the child

12. Equipment and Facilities

The dignity and privacy of the child is of paramount concern. An area will be made private when a child requires intimate care. The school provides facilities to support the safe and dignified care of children and these facilities are located in the Family Well Being Centre, nursery and main school. The Reception toilet has an accessible bay with electronic rise and fall bed). The school will provide gloves, plastic aprons, a bin and liners to dispose of any waste.

13. Individual Health Care Plans

Children who have medical conditions that require regular intimate care may benefit from an Individual Health Care Plan (IHCP). When planning for regular intimate care, we will consider the following factors:

- The importance of working towards independence
- Arrangements for home/school transport, sports days, school visits, swimming etc
- Substitutes in case of staff absence
- Strategies for dealing with potential bullying/harassment (if the child has an odour for example)
- A system to leave class with minimum disruption
- Avoiding missing the same lesson
- Awareness of discomfort that may disrupt learning
- Implications for PE (changing, discreet clothing etc.)

Further information on IHCPs can be found in the school's Policy for Children with Medical Needs and Administering Medicines in School.

14. 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 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 a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a regular basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Any sharps/clinical waste will be disposed of in an appropriate receptacle (e.g. Sharpsguard® container).

15. The Protection of Children

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

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 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.

16. Monitoring arrangements

This policy will be reviewed by the SENCO every 3 years.
This policy will be approved by the governing body.

17. Links with other policies and documents

This policy links to other school documents:

- Health and Safety Policy
- SEND Policy and Information Report
- Accessibility plan
- Equality Information and Objectives
- Medical Conditions and Medicines Policy
- Asthma Management Policy
- Admissions Policy

Reviewed June 2023

Signed.....Date..... Headteacher

Signed.....Date.....Chair of Governors

Permission form for the Provision of Intimate Care

(Appendix 1)

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible.

Our experienced staff will carry out this task if you wish them to do so or, if you prefer, the school can contact you or your emergency contact who will be asked to attend without delay.

Farnborough Road Infant School has an Intimate Care Policy which is available to view on our website (www.farnboroughroadinfants.co.uk), or ask for a copy at the office.

Please fill out the consent slip below stating your preference, and return to school.

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Name of Child..... Class.....

Please delete as appropriate:

*I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of Farnborough Road Infant School.

OR

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves.

The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to support the child as part of the basic duty of care.

Signature of Parent/Carer..... Date.....

Procedure for Changing

(Appendix 2)

1. Consider whether the child can be changed in a toilet cubicle (standing up)
2. Wash your hands
3. Assemble the equipment
4. Guide / assist the child on to the changing mat / table
5. Put on gloves
6. Remove wet/ soiled nappy
7. Fold the nappy inwards to cover faecal material and place into designated covered bin
8. Used wipes and gloves are to be disposed of in a bin with a disposable liner
9. The bin will be emptied at least once a day and the liner replaced
10. Once the child has been changed and returned safely to the class room, clean the changing area with a detergent spray or soap and water
11. Hands should be washed thoroughly.