



DAWPOOL CHURCH OF ENGLAND PRIMARY SCHOOL

Intimate Care Policy

Introduction

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as changing a child's pull-up or cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development such as those in our Early Years provision.

Intimate care is any care which involves one of the following:

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him / herself
- Children wearing pull-ups
- Supervising a child involved in intimate self-care
- Providing comfort to an upset or distressed child with limited touch
- Swimming
- Residential trips
- Periods
- Positive handling
- Providing first aid assistance
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. *

**In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child.*

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At Dawpool all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the 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.

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved.
- Provide guidance and reassurance to staff whose duties may include intimate care
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration

Our approach

We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child. Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care. In this situation support will be sought from an appropriate health care professional (School Nurse, Family Health Visitor or other outside agencies).

Staff members who are known to the child will take on the responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. It is the parent's responsibility to provide pull-ups disposal bags, wipes and a change of clothes.

Intimate Care Plans

Where a pupil has particular needs (e.g. wearing pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse and other outside agencies if appropriate) to set out a care plan to ensure that the child is able to attend daily. Parents will also be directed to the 'Wirral Family Toolbox' to allow them to access support at home.

Intimate Care Agreements

If intimate care is required, the following agreement defines the responsibilities that each partner has, and the expectations each has for the other.

This will include:

The parent:

- agreeing to ensure that the child is changed at the latest possible time before being brought to school
- providing the school with spare pull ups, wipes, bags and a change of clothing

- understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any wipes
- agreeing to inform the school should the child have any marks/rash
- Agreeing to review arrangements should this be necessary

The school:

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- agreeing how often the child would be changed should the child be staying for the full day
- agreeing to monitor the number of times the child is changed in order to identify progress made
- agreeing to report should the child be distressed, or if marks/rashes are seen
- agreeing to review arrangements should this be necessary
- agreeing to follow the procedures when attending to the care or continence needs

This agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the school is taking a holistic view of the child’s needs. Should a child with complex continence needs be admitted, the school will complete a Health Care Plan and an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in planning.

Working with Parents

We believe that our partnership with parents is an essential principle in our school and is particularly necessary in relation to children needing intimate care. Parents should be encouraged and empowered to work with staff to ensure that their child’s needs are identified, understood and met. When any intimate care is carried out on a child, it will be recorded in the intimate care log.

Intimate Care Log (to be completed by a member of school staff)

Parent/carer to be informed at home time.

Children must not be changed by students or volunteers.

Date	Time	Details of toileting and care given, and by whom	Staff print name(s)	Staff signature(s)

Intimate Care Procedure

1. Ensure there are two members of staff present in the room and the other staff member is aware that intimate care is to take place.
2. Consider if the child is able to perform any of the intimate care needs themselves. If so, this is always to be the option taken
3. Consider location: Ensure child is inside the toilet space for privacy. The adult is to stay within the doorway.
4. If intimate care is completely or partially needed to be completed by an adult, the adult must:
 - wash hands
 - assemble any equipment/resources
 - put on gloves
 - remove wet/soiled pull-up / underwear and any other soiled garments
 - fold the pull-up/underwear/other garments to cover any faecal material
 - Pull-ups to be disposed of in designated bin
 - underwear/other soiled garments to be placed into a sealable plastic bag
 - use wipes/assist child to use wipes to ensure they are clean of bodily fluids/faeces.
 - used wipes and gloves are to be disposed of in a designated bin
 - adult (and child where necessary) to wash hands thoroughly
5. Once the child has been changed / has changed themselves, staff must clean the area with a detergent spray or soap and water
6. The intimate care log should then be completed
7. The sealed garments bag is to be placed inside a separate carrier bag and kept in a secure place identified in the child's classroom/school and given to the person collecting the child at the end of the day
8. Parent/carer to be informed at the end of the school day. Either face-to-face or via After School Care messaging.