

Intimate Care Policy

Meadow View Primary School



Approved by: Safeguarding Governor **Date:** 11/12/18

Written: September 2018

Next review due by: September 2019

Policy for Intimate Care

Introduction

- 1.1 Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam)
- 1.2 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- 1.3 Meadow View Primary 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. Meadow View Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

2 Best Practice

- 2.1 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.
- 2.2 Staff who provide intimate care are trained to do so (including Child Protection) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- 2.3 Should intimate care be required in KS2, children will have an individualised intimate care plan and the appropriate staff would be trained to deliver this care. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.
- 2.4 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 he/she can. This may mean, for example, giving the child

responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

- 2.5 Each child's right to privacy will be respected. 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. If this is the case, the reasons should be clearly documented.
- 2.6 Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.
- 2.7 Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.
- 2.8 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's 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.

3 Children wearing nappies

- 3.1 Children wearing nappies will be admitted into the school. All foundation children should receive a 'home visit' before being admitted and practitioners will ask parents about the current toileting capabilities and needs of their child. Parental responses will be recorded on the 'home visit questionnaire'.
- 3.2 Should it become apparent that a child wears a nappy, a 'nappy changing agreement' will be written for that child outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. Parents will be required to sign this agreement.
- 3.3 We will use a note book to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task. Examples of such good practice provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow.

4 Equipment Provision

- 4.1 The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents will be made aware of this responsibility at their home visit and when

signing the 'nappy changing agreement'. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

5 Health and Safety

5.1 Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a soiled nappy. Any soiled waste should be placed in a nappy sack, which can be sealed or tied. 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 fortnightly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste.

5.2 Staff should be aware of the school's Health and Safety policy

6 First Aid and intimate care

6.1 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.

6.2 Regular requirements of an intimate nature should be planned for. Agreements between the school/organisation, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed,

Written by: Mrs J Logan

Reviewed by: T.Keenan

Date Written: 26th September 2016

Reviewed: September 2017 & September 2018

INTIMATE CARE POLICY

PARENTAL AGREEMENT FORM

- 1 Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.
- 2 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- 3 Meadow View Primary 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. Meadow View Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.
- 4 The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- 5 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 he/she can. This may mean, for example, giving the child responsibility for washing themselves.
- 7 Each child's right to privacy will be respected. 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.
- 8 Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.
- 9 Wherever possible staff should only care intimately for an individual of the same sex.
- 10 Meadow View has a note book to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task.
- 11 The school are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste
- 12 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 soiled 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.

- 13** 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.
- 14** **Parents have a role to play when their child is still wearing nappies. The parent is to provide nappies, disposal bags, wipes, changing mat etc.**
- 15** **Parents have a role to play when their child is prone to toileting accidents. The parent is to provide a clean change of clothes and shoes with several pairs of dry pants in a clearly labelled bag. Parents should provide nappy sacks for staff to put soiled/wet clothes in to send home.**

INTIMATE CARE POLICY PARENTAL AGREEMENT FORM

I agree to support the Intimate Care Policy and practice of Meadow View Primary School.

Signature of Parent / Carer _____

Print Name _____

How often do we need to change your child? (please circle)

am change only am and pm change only when soiled/wet

In addition to the option chosen, we will always change a soiled/wet child as appropriate.

Date _____

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Signature of School Representative _____

Print Name _____

Position _____

Date _____

Name:	
Class:	
Please circle / highlight appropriate:	
<input type="checkbox"/> Nappy Change <input type="checkbox"/> Soiled pants <input type="checkbox"/> Wet pants Other (please specify) _____	
Independently Changed	Yes No (please circle)
Location of Change	
Date and Time	
Person(s) Providing Intimate Care	
Additional Comments	
Name:	
Class:	
Please circle / highlight appropriate:	
<input type="checkbox"/> Nappy Change <input type="checkbox"/> Soiled pants <input type="checkbox"/> Wet pants Other (please specify) _____	
Independently Changed	Yes No (please circle)
Location of Change	
Date and Time	
Person(s) Providing Intimate Care	
Additional Comments	
Name:	
Class:	
Please circle / highlight appropriate:	
<input type="checkbox"/> Nappy Change <input type="checkbox"/> Soiled pants <input type="checkbox"/> Wet pants Other (please specify) _____	
Independently Changed	Yes No (please circle)
Location of Change	
Date and Time	
Person(s) Providing Intimate Care	
Additional Comments	

