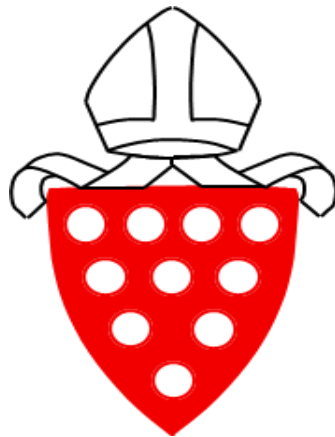


Jesson's C of E Primary School

Intimate Care Policy for TLC



Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate personal areas. Such care can be a result of delayed personal development, 'accidents' illness or medical needs. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. A child may require help as follows:

- Change of a nappy/ pull ups
- Change of underwear and/or other clothing
- Help with toilet training
- Help with going to the toilet

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. It is for these reasons that we have an intimate care policy.

Intimate care policy for Jesson's C of E Primary School

Jesson's C of E 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. Jesson's 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.

Our approach to best practice

The management of all children with intimate care needs will be carefully planned. Any child who requires intimate care will be treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care 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. Staff will be supported to adapt their practice in relation to the needs of individual children. 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. Each child's right to privacy will be respected.

Careful consideration will be given to each child's situation and there will be two carers attending wherever possible. The parents/ carers of the children who attend TLC are asked to sign the Intimate Care Consent, giving staff permission to support their child in such situations. Formal Intimate care arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

As part of Jesson's C of E Primary School's good practice, there is 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 school have implemented procedures for staff to follow.

The Protection of Children in Education

Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. 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 (see Inter - Agency Child Protection Procedures for details).

Equipment/Provision in Schools

Intimate care will be provided a designated changing area which is in a discrete location to ensure the child's dignity and privacy. For any children still in nappies or those moving through the toilet training process, parents should provide nappies, wipes and spare clothes. The school is responsible for providing gloves, aprons and a bin and will dispose of any waste.

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 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. The bin should be emptied regularly and it will be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy.

Special needs

Children with Special Educational Needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, parents/carers and the school should be easily understood and recorded. Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

First Aid and intimate care

When first aid is administered, staff should ensure wherever possible that another adult is 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. Regular requirements of an intimate nature should be planned for. Agreements between the school, parents/carers and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly.

Showers/changing clothes

Children are entitled to respect and privacy when changing clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not

always be possible and therefore staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as children or shower with children. Where younger children or those with special needs are changing their clothes e.g. for PE lessons, there may be times when adults need to support them in dressing/undressing. This will be in a supportive nature and staff will encourage and support children to develop their self-care skills. We would also ask that parents support these essential skills at home too.

**JESSON'S CE PRIMARY SCHOOL
INTIMATE CARE PLAN AND CONSENT FORM**

NAME OF CHILD: _____

CLASS: TLC

I, being the parent or carer of the above child, give my consent for a member of staff from Jesson's CE Primary School to change my child's nappy or underwear or to assist with toileting as required.

The school will ensure that:

- My child will be changed in a place where a high level of privacy can be provided.
- Any member of staff involved in intimate care has an up to date Enhanced DBS check.
- I am informed if there are any concerns such as soreness, nappy rash etc.

I will ensure that:

- I change my child at the latest possible time before coming to school.
- The school is provided with nappies/pants, wipes, cream and a change of clothing.
- I share any concerns re: soreness, nappy rash etc.
- I enlist the help of other agencies such as health visitors / parent support workers to establish a toilet training programme if appropriate.

Please note if nappies/pants etc are not available, we will ring you to bring new supplies.

Signed: _____ (parent/carer)

Date: _____

Signed: _____ (member of staff)

Date: _____