

Intimate Care Policy

Heptonstall J & I School



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Introduction

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. It also covers procedures for children attending Nursery who require their nappy changing. 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 medication in intimate areas of the body).

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.

Beech Hill 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. Beech Hill 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.

Our Approach to Best Practice

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 are trained to do so (including Safeguarding and Health and Safety training as needed for specific pupils with statements/disabilities) and are fully aware of best practice. Staff who are responsible for nappy changing have received training for the procedures 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 taking into account developmental changes such as the onset of puberty and menstruation. 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. Exceptions may be made for pupils with learning disabilities with parental consent/agreement.

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.

Each child's right to privacy will be respected. Two members of staff need to be in the toilet area/outside of the toilet area if a member of staff is assisting a child to be changed.

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 overfamiliar relationships are discouraged from developing, whilst at

the same time guarding against the care being carried out by a succession of completely different carers.

Intimate care arrangements will be discussed with parents/carers on admission to Foundation Stage and in the event of more extreme cases further up in school. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Education Child Protection Procedures and InterAgency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a child refuses the members of staff who are available to help, including members of SLT, they will not be cleaned against their wishes. School will contact parents to inform them of the events and outcomes recorded. It may be in this instance that parents are asked to attend school to support their child with their intimate care needs. If parents are attending their children, school staff will not be present.

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 InterAgency Child Protection Procedures for details).

Health and Safety

Health and safety advice for schools can be found in the Health and Safety Handbook, available to schools.

Further Guidance - "Working Together to Safeguard Children" (2018)

Children wearing nappies, pull-ups or incontinent pads

Children admitted to school, may still be wearing nappies or pull-ups and need them changing on a daily basis. Likewise, there may be some children who require to wear incontinent pads at some points of the day due to medical needs. It is good practice to provide information for parents of the policy and practice in the school. Parents are required to sign a personalised agreement form outlining the responsibilities for parents/carers, school staff and, where appropriate, the child. It is important to note that whilst adults will physically and verbally support children for some tasks, they will also work on independence skills to complete more tasks on their own in preparation for the future. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

Changing of nappies, pull-ups or incontinence pads for children who have wet/soiled themselves will be recorded in a class file. Information recorded will include date of accident, whether the child changed independently or with support, if any clothing was provided by school. 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.

Changing Facilities

Children who have long term incontinence will require specially adapted facilities. The dignity and privacy of the child should be of paramount concern. Consideration is given to the siting of this area from a health and safety aspect. The area should not be situated in a thoroughfare. The Medical Room can be used.

Equipment Provision

Parents have a role to play when their child is still wearing nappies, pull-ups or incontinent pads. The parent should provide nappies, pull-ups or incontinent pads at a suitable size for this child. They also may wish to provide school with wipes suitable for their child's skin (e.g. sensitive skin wipes). Parents also need to provide a change of suitable clothes including underwear. A parent should be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin, nonallergic wet wipes, and liners to dispose of any waste. Waste for nappies and pull-ups needs depositing in the nappy bins provided and must be emptied daily.

Health and Safety

Staff should wear a plastic apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be double wrapped in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a medical waste bin (complete with liner) which is specifically designated for the disposal of such waste. Staff should then wash their hands using hot water and liquid soap. They should then dry their hands using paper towels. Staff should be made aware of the school's Health and Safety Policy.

Special Needs

Children with special 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 IEPs for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the school should be easily understood and recorded. Parents of pupils with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child. Where appropriate, an individual toileting contract may be written to support children with special needs whilst learning to go to the toilet.

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.

Guidance to safeguard children and education staff with regard to situations which may lend themselves to allegations of abuse (physical contact, first aid, showers/changing clothes, out of school activities and photography) must also be followed.

Physical Contact

All staff engaged in the care and education of children need to exercise caution in the use of physical contact.

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, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff should be aware that even well intentional 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.

Physical contact which is repeated with an individual child or young person is likely to raise questions unless the justification for this is formally agreed by the child, the organisation and those with parental responsibility

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 must 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 documented and reported.

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 being vulnerable to allegations of abuse. Additionally, many such children are extremely needy and seek out inappropriate physical contact. In such circumstances staff should deter the child without causing them a negative experience. Ensuring that a witness is present will help to protect staff from such allegations, wherever possible.

Restraint

There may be occasions where it is necessary for staff to restrain children physically to prevent them from inflicting damage on either themselves, others or property.

In such cases only staff trained in the 'Team Teach' programme are qualified to restrain these pupils. If it is a regular occurrence for a pupil, they will require a behaviour plan.

In all cases of restraint, the incident must be documented and reported to parents and the Senior Leadership team. Staff must be fully aware of the school's Physical Intervention Policy, which should comply with the LA policy.

Under no circumstances would it be permissible to use physical force as a form of punishment, to modify behaviour, or to make a pupil comply with an instruction. Physical force of this nature can, and is likely to, constitute a criminal offence.

Pupils in distress

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. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the child's relative or another adult in school.

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.

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.

Regular requirements of an intimate nature should be planned for. Agreements between the school, 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. A letter of agreement will be required between school and those with parental responsibility. (see attached)

Physical Education and other skills coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment.

Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

Showers/Changing Clothes

Young people 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 avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. We will try to ensure that boys and girls are in separate changing rooms and the adults supervising them are of the same gender.

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.

Out of School Trips, Clubs etc

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or afterschool activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and all LA guidance regarding out of school activities.

To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on field trips, holidays etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour.

On occasions some pupils might be short of funds and would be embarrassed or singled out if this was known. It would be acceptable for a member of staff to subsidise a child, provided that this was disclosed to colleagues.

Meetings with pupils away from the school premises where a chaperone will not be present, are not permitted unless specific approval is obtained from the Head of School or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a child.

If staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

Photography, videos and similar creative arts

Staff should be aware of the potential for such mediums of teaching to be used for the wrong purposes. Additionally, children who have been previously abused in this way may feel threatened by the legitimate use of photography, filming etc. The potential for founded and unfounded allegations of abuse requires that careful consideration be given to the organisation of these activities.

Schools should have clear policies and protocols for the taking and use of images and of photographic equipment. These should require the justification and purpose of the activity; its content; avoidance of one to one sessions; appropriate privacy when the changing of clothes is required; and arrangements for access to the material and its storage.

Consent to participating in these activities should be sought from the child and those with parental responsibility at the beginning of courses, but staff should remain sensitive to those children who appear particularly uncomfortable with the activity.

Procedure for changing/cleaning children

Who?

- Staff who work with the child
- At lunchtime the midday supervisor will take responsibility for providing the care

Where?

- Medical Room
- Toilets when quiet

Where?

Note to be sent home – attached

- Record of incident
- Form attached/stick into book
- Book to be kept in class
- Record Sheets
- Plastic aprons
- Gloves
- No allergic wet wipes
- Nappy sacks for soiled wipes (place in yellow lined bin)
- Nappy sacks for soiled underwear/clothes
- Soil bin
- Wash hands with liquid soap and hot water
- Dry with paper towel or hand drier
- Alcohol gel
- Changing mat and kneeling pad
- Equipment to use
- Promote independence
- Support independence
- Adult to change and clean child
- Procedure

Example of Personal and Intimate Care Agreement

DATE

Personal and Intimate Care for (__insert child's name__)

The following information is around the personal and intimate care routine for (__insert child's name__) which includes guidance from outside agencies and professionals. It is important to note that whilst adults will physically and verbally support him day to day for some tasks, they will also work on his independence to complete more tasks on his own in preparation for the future.

Parents/carers will:

- Encourage (__insert child's name__) to work on his independence to (__add in necessary skills__)
- Ensure that (__insert child's name__) comes to school in clean underwear every day
- Ensure that (__insert child's name__) has at least 3 clean, spare pairs of underwear in school every day
- Ensure that (__insert child's name__) has at least 2 clean, spare pair of (__tights/skirts/school dresses/trousers/jogging bottoms__) in school every day
- Ensure that (__insert child's name__) has at (__nappies/pull ups/incontinent pads__) in school every day
- For hygiene and health and safety reasons, ensure that if (__insert child's name__) refuses to have any members of school staff clean them after a urine or bowel movement, they are available to come in to school and clean him within (agreed period of time)
- For safeguarding purposes, no members of school staff will be present when parents are cleaning (__insert child's name__)

(__insert child's name__) **will: (where age appropriate)**

School will:

- Adults will keep a clear log of when they have supported (__insert child's name__)
- Ask (__insert child's name__) to go to the toilet at regular parts of the day including before and after playtimes and lunchtimes
- If he has soiled or wet himself, designated school staff (including SLT) will help to clean themselves

- If (__insert child's name__) refuses adult support, including members of SLT, they will not clean them against their wishes
- If (__insert child's name__) refuses adult support, including members of SLT, school will ring parents/carers who will come into school within (__agreed time period__) to clean him
- For safeguarding purposes, school staff will not be present when parents are cleaning (__insert child's name__) in school

Home School Book: (Where appropriate)

The purpose of the home school book is for members of staff to inform parents/carers of when (__insert child's name__) has received intimate care support in school.

Signed:

Parent: _____ Date: _____

Member of SLT: _____ Date: _____

Examples of Personal and Intimate Care Agreements due to broken bones or other short term medical needs

Date: _____

Dear Parent

Due to your child's current (_insert medical needs or reason for assistance_) needs they will need support when going to the toilet.

We will support your child to safely access the toilet until they are able to access the toilet safely on their own or when we are advised by professional that they can do this independently.

Attached is our Intimate Care Policy for you to read. Please sign and return the slip.

Yours faithfully

**Miss M Dodd
Head of School**

Child name: _____ Class: _____

I have read the Intimate Care Policy and agree to my child being supported to changing/in cleaning themselves.

Signed: _____ Print name: _____

Date: _____