



Intimate Care

Date of policy:	Summer 2020	Signed: Head Teacher Chair of Governors
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At Myrtle Park Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils, so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Myrtle Park Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Intimate care is any assistance that involves touching a child while carrying out a procedure that most children are able to do for themselves but some are unable to manage without help. This may involve help with eating, drinking, dressing, and matters of personal hygiene such as washing and toileting. In some instances more specialised intimate assistance may be needed for children with physical or medical difficulties.

This policy aims to:

- Safeguard the dignity, rights and well-being of children;
- Provide guidance, support and protection to staff; and
Reassure parents that their children are cared for and protected.

The school is committed to ensuring that all staff undertake their responsibilities in such a way that the rights, dignity and welfare of the children is protected.

The school is committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring.

All school staff receive child protection training, undertake to help children do as much as possible for themselves and develop each child's ability to achieve independence. Staff receive appropriate specialised training and are provided with facilities and equipment to ensure safety, privacy and dignity.

An intimate care plan is drawn up for each child requiring such assistance, and is carefully planned and agreed in consultation with parents and child.

Provision is monitored and regularly reviewed to ensure that policy and procedure is adhered to, and that children and staff remain comfortable with the school's arrangements.

Promoting Personal Development - Continence

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to nursery. However, we acknowledge that there may be children with longer term continence issues for whom an individual health care plan may need to be put in place. In addition, there may be children joining us in school who are at various points of developing their independence in toileting who may well need short term support in this important area of self care.

No child will be refused a place in school in relation to continence issues

Myrtle Park Primary School is committed to working with children, parents and any support agencies deemed necessary, to ensure appropriate provision is made for all children with needs in this specific area of personal development and in so doing fulfil a commitment to the promotion of our inclusive school ethos.

We accept our responsibility to meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of each child and consider their dignity at all times.

Health and Safety

In Nursery, the toilet area may be used to attend to a child's personal needs. There is a comfortable change mat available in this space.

In Reception the open planned toilet area may be used to attend to a child's personal needs. There is a comfortable change mat available in this space.

In the main school we have a First Aid Room / Disabled Toilet where there is appropriate space for attending to a child's personal needs whilst maintaining their privacy and dignity.

Each of these areas will have appropriate resources provided:

<u>Nursery & Reception</u>	<u>Main School Disabled toilet space</u>
<ol style="list-style-type: none">1. Disposable gloves2. Changing Mat3. Wet wipes4. Spare nappies and/or pull up5. Nappy sacks6. A selection of suitable spare clothing7. Plastic bags for wet/soiled clothing8. Antibacterial cleanser Disposable cloths	<ol style="list-style-type: none">1. Disposable gloves2. Changing Mat3. Wet wipes4. Where necessary spare nappies and/or pull up5. Nappy sacks6. Separate bin for disposal of nappies7. Spare underwear8. Plastic bags for wet/soiled clothing9. Antibacterial cleanser10. Disposable cloths

If a child accidentally wets or soils him/herself, they will be attended to the most appropriate designated area referred to above. Staff involved in this procedure will be expected to wear disposable gloves.

Wet or soiled nappies will be double wrapped and disposed of via the normal domestic waste route but placed in the outside main bin away from children. Gloves and any items used for cleaning the changing area will be disposed of via internal waste management systems.

Wet or soiled underwear/clothing will be returned to parents in a plastic bag at the end of the school day or when the child is collected. Temporary storage of these will be in the designated changing area.

The changing area will be cleaned after use by the member of staff who has supported the child. All toilet areas are cleaned daily.

Hot water and liquid soap will be available to wash hands as soon as the task is complete. Paper towels will be available for drying hands.

Child Protection

We have no anticipation that the changing of a child either in nappies or otherwise should raise any issues of child protection as all staff have been DBS checked. Therefore, it will be normal practice for only one adult plus a helper where needed, to be involved in attending to a child's personal needs. The person

attending to a child will always be a member of the school staff. Students on placement will not be involved in supporting children in this area of care. In Reception the toilet area is open plan therefore two adults must be present to change and support.

At all times staff will be encouraged to remain highly vigilant for any signs or symptom of improper practice, as they do for all activities within school. If any marks or injuries are noticed on a child during changing this should be immediately referred to the named person to follow up.

Agreeing a procedure for personal care

Parents will be kept fully informed of the procedures the school will follow should their child need changing during school time. This information will be shared at introduction to Nursery / Reception meetings.

Guidelines for staff involved in the process as detailed below will be visibly displayed in both designated changing areas. This will ensure they follow the correct procedure.

- If possible/ appropriate children should be changed standing up and their dignity maintained through discretion and privacy. The use of First Aid Room is recommended for children from Year 1 upwards.
- The child's skin should be cleaned with a disposable wipe. (Flannels should not be used to clean bottoms).
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover faecal material and double-wrapped in a nappy bag. Soiled nappies should be disposed of into the outdoor bin.
- Any soiled or damp clothing should be placed in a plastic carrier bag and stored for a temporary basis in the changing area and given to parents at the end of the session.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
- Gloves and any items used for cleaning the changing area will be disposed of in yellow bags via clinical waste.
- Hands should be thoroughly washed afterwards.

Should a child with particularly complex needs be admitted the school will work closely with the health care professionals involved in any forward planning activity. A separate care plan may be deemed necessary in some cases and a 'Permission for Intimate Care' form (Appendix A) completed and signed by parents / carers

Resources

It is appreciated that changing a child may take up to ten minutes, maybe longer in certain circumstances. In the school context of the nursery, changing will be undertaken by either a Early Years Practitioner, TA or Teacher/member of SLT as required.

Where a child has a longer-term need, the school's leadership team will ensure that additional resources are allocated to that area of school to enable the children's individual needs to be met.

In order to achieve a clear understanding of the shared responsibilities of both parents and school, parents will be expected to complete a Permission for Intimate Care form (Appendix A)... To compliment this, an Intimate Care Plan will be written and agreed with the parents / carers and a record kept in school in line

with the agreed plan. This kind of 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.

Monitoring and Review

Members of the governing body, through full or sub-committee meetings, will review this policy annually.



Permission for Intimate Care

Child:	
DoB:	
Address:	
Parent/Carer:	
I/we give permission for the assistance detailed overleaf to be provided to my/our child, and will advise the school of any changes that may affect this provision.	
Signed:	
I, the child, give permission for the assistance detailed overleaf to be provided to me.	
Signed:	

Intimate Care Plan		
Pupil's Name:	DoB:	
Diagnosis:		
Assistance:		
Timetable:		
Persons assisting:		
Alternative arrangements:		
Location / equipment		

Designation	Signed	Date
Parent		
Pupil		
Assistant/s		
Headteacher		

