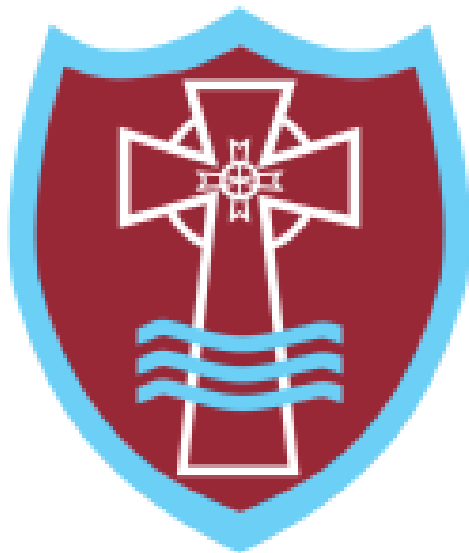


St Aidan's Catholic Primary Academy



Intimate Care Policy

Amended: September 2023

Review date: September 2024

Mission Statement

“Together we all enjoy learning, achieving, sharing and praying. Let Jesus’ love shine through in everything we do”

Our school vision statement

Here at St Aidan’s we are passionate about our children being happy, safe and healthy. We aim for children to learn in an inclusive, engaging environment; enabling them to be lifelong learners who know more, remember more and can do more in the wider world.

Intimate care policy

Introduction:

At St Aidan’s Catholic Primary Academy we recognise there may be occasions when pupils require the assistance of staff with intimate and personal care procedures. This may be necessary for example;

- Supporting a pupil with dressing/undressing; for example during P.E or swimming, or if child is wet due to water play in EYFS.
- Assisting a pupil requiring medical care, who is not able to carry this out unaided.
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell.
- Assisting young children with toileting.
- As part of a care package for children with disabilities.

Definition of Intimate Care:

Intimate care may be defined as an activity required to meet the personal care needs of an individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents to ensure those needs are met effectively. Intimate care can include

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Photographs
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care.

Principles of Intimate Care:

The following are the fundamental principles upon which this policy is based.

Every child has the right;

- To be safe;
- To personal privacy;
- To be valued as an individual;
- To be treated with dignity and respect
- To be involved and consulted in their own intimate care;
- To express their views on their own intimate care and to have such views taken into account;
- To have levels of intimate care that are as consistent as possible.

Purposes:

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children to ensure a consistent approach to this aspect of our work.

The aim of this policy is to ensure that;

- Intimate care is provided by appropriate adults.
- There are clear lines of communication between school and parents/carers.
- Clear procedures and guidelines are in place and followed by all staff when undertaking intimate care duties.
- Additional needs of children with SEND or a disability are effectively met.
- Procedures are in place for reporting any concerns about any aspect of intimate care practice.

Guidelines:

- All staff working with children are vetted by the school in line with legal requirements.
- Senior leaders are responsible for ensuring that all staff undertaking the intimate care of children are familiar with, and understand, the Intimate Care Policy as part of induction policy and procedures linked to safeguarding.
- Only staff employed by the school should undertake intimate care tasks.
- Training in the specific types of intimate care that are to be carried out is provided for identified members of staff.
- Intimate care arrangements must be agreed by the school, parents/carers and child (if appropriate). Intimate care arrangements must be recorded in the 'Intimate care Log Book' and consent forms signed by the parents/carers and child (if appropriate). An Intimate Care Log Book will be kept in Nursery, Reception classes and the first aid room. Nursery will use a daily toilet chart to track intimate care that has been required for children who are in nappies and toilet training.
- Staff should not undertake any aspect of intimate care that has not been agreed between the school, parents/carers and child (if appropriate).

Supporting dressing and undressing:

The school considers that helping a child with an outer layer of clothing (eg a sweatshirt or coat) is not to an intimate act and therefore acceptable. Sometimes it will be necessary for staff to aid a child dressing or undressing (particularly in Early Years Foundation Stage or KS1) due to an accident, soiling themselves, medical condition, P.E or wet from water play.

Staff will always encourage children to attempt undressing and dressing unaided. Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

Medical Care:

Pupils requiring short term and long-term medical care involving intimate care, will receive this care in line with the child's 'Care Plan'. The content of any 'Care Plan' will be discussed and agreed with the relevant medical body.

Staff must only carry out care activities they understand and feel competent and confident with. If in doubt, ask as some procedures must only be carried out by staff who have been formally trained and assessed, e.g. enteral feeding, rectal diazepam.

Soiling:

Intimate care for soiling should only be given to a child after the parents/carers have given permission for staff to clean and change their child. A permission slip is given to all new parents/carers. (Please see appendix A).

If the parent/carer does not give consent, the school will contact the parents/carers or other emergency contact giving specific details about the necessity for cleaning a child. If the parents/carers or emergency contact is able to come within a few minutes the child will be comforted and kept away from the other children to preserve dignity until the parent arrives. Children must not be left on their own whilst waiting for a parent to arrive. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school will seek verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the parent and emergency contacts cannot be contacted the head teacher will be consulted about actions to be taken.

The intimate care of boys/girls can be carried out by a member of staff of the opposite sex in line with this policy. There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice of carer for all their intimate care. The individual child's safety, dignity and privacy are of paramount importance. *The practical guidelines set out in this policy, are written in the knowledge that the current ratio of female to male staff means we are far less likely to be able to offer the choice of same sex carer to male children.*

Wherever possible, boys and girls should be offered the choice of carer and second carer. Where there is any doubt that a child is able to make an informed choice on these issues, the children's parents are usually in the best position to act as advocates. It may be possible to determine a child's wishes by observation of their reactions to the intimate care they receive. Do not assume that a child cannot make a choice.

Procedure:

We ask all parents of EYFS children to send into school a labelled bag containing spare clothes for their child.

Two members of staff will always be present if a child is to be changed.

A record of date, time, staff involved and reason will be kept in the 'Intimate Care Log Book'. There is a logbook in Nursery, Reception classes, Year 1 and the First aid room. A daily toilet chart is used in addition in Nursery for children who are in nappies or toilet training that require day to day support, this will show a record of date, time, staff involved.

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. Advice and guidance can be sought from the inclusion lead.

EYFS children will be changed in the EYFS area. Older children will use the relevant toilet areas unless a shower is required which is located in Nursery. All children will be encouraged to clean and change themselves determined by their level of independence to do so. In cases where soiling is severe, the shower in Nursery will be used. Towels will be used to permit as much dignity and privacy as possible. The child will be asked to clean themselves but the member of staff may need to hold the shower head. A record of the incident will be kept in the log book and the parent will be informed.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn.
- Protective aprons are worn.
- The adults will explain to the child what they are going to do to help clean them up. – If available and needed to use visual aids to support the child to understand the process too.
- The procedure is discussed in a friendly and reassuring way with the child.
- The child is encouraged to clean and dry themselves as much as possible.
- Privacy for the child is maintained throughout the process.
- After changing the child is encouraged to wash and dry their hands.
- Any soiling that can be, is flushed down the toilet.
- Soiled clothing is double wrapped in plastic bags, unwashed, and sent home with the child.
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet.
- The changing area is cleaned after use, after the child has left the room.

- Hands must be washed thoroughly with liquid soap and water, and dried carefully.

Changing Nappies:

The same procedures as above are followed in the case of nappy changing. The child must always be placed on a changing mat on the floor with nothing in the environment that might fall on the child.

Nappy procedure

- A set private and safe place is to be designated where this may happen
- Staff are to wear disposable gloves and aprons.
- Soiled nappies are to be double wrapped and placed in a closed bin – a designated bin for nappy areas.
- The changing mat/area is to be cleaned after use and after the child has left the room.
- Children who wear pull ups and have only got a wet pull up can be changed standing up in the toilet area. Same procedure as above with changing a child.
- Hot water and liquid soap must be used to wash hands as soon as the task is finished. Hands to be dried thoroughly.

Safeguarding:

Staff need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks/treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard all children and staff.


If a staff member has concerns about a colleagues intimate care practice they must report this to the designated safeguarding lead.


If a staff member has any concerns about physical changes in a child’s presentation, e.g. marks, bruises, soreness etc. They will immediately report to the safeguarding lead. See safeguarding policy for further information.

The emotional responses of any child to intimate care should be carefully and sensitively observed and where necessary any concerns passed to the designated safeguarding lead for the school and parents/cares.

Temporary staff such as day supply staff, volunteers, students and work experience are not permitted to carry out intimate care arrangements.

This policy has been agreed by:

.....  ...Date: September 2023 Headteacher

..... Date: September 2023 Chair of Governors