



Dorothy Barley Infant School

Intimate Care Policy

This policy was reviewed on:

Date: 18.5.2021

By: J.Osborne

Policy will be reviewed on: November 2023

This policy was ratified/reviewed by Governors on:

Date: 18.11.2021

Frequency of review: Every 2 years (or sooner in line with current legislation)

Note: This policy has been written in line with the following guidance:

- *DfE 'Keeping Children Safe in Education' (2021): Statutory Guidance for Schools and Colleges.*
- *DfE & DoH 'SEND Code of Practice' (Jan 2015)*

Dorothy Barley Infant School is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment

Introduction

It is our intention to develop independence in each child, however there will be occasions when help is required. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child 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. The issue of intimate care is a sensitive one and will require staff to be respectful of a child's needs and any child protection issues. A child's dignity should always be preserved with a high level of privacy, choice and control. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible. Dorothy Barley Infant 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. Our 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.

What is intimate care in our school?

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 need for children with physical or medical difficulties.

In school this may occur on a regular basis or during a one-off incident. All children are always encouraged to be independent therefore the child should be encouraged to do as much cleaning and removal of clothes as is practical. If a child needs intimate care parental permission must be obtained and an agreement signed (appendix 1). 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. This must be recorded in the DBI Changing Log (appendix 2) Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing or washing a child who has soiled him / herself

3. Changing a child's nappy.
4. Supervising a child involved in intimate self-care
5. Providing first aid assistance
6. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

Assisting a child to change his / her clothes

On occasions an individual child may require some assistance with changing if, for example, he/she gets wet outside, or has vomit on his/her clothes etc. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always ensure that they have a colleague in the vicinity 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. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed. The DBI Changing Log must be completed if a child has been changed or supported to change themselves. (appendix 2)

Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in the first aid room in the office).
- If a child is not able to complete this task unaided, school staff will change the child. The intimate care log must be completed.

Children wearing nappies or needing frequent changing.

Parents are asked to sign a simple agreement form. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset (see Appendix 1). All staff

should follow the procedure for nappy changing (appendix 3). This should be displayed in all changing areas. Once staff have changed the child they should complete and sign the DBI Changing Log (appendix 2).

Supervising a child involved in intimate self-care

Some children may still need to be supervised while using the toilet. Children are encouraged to toilet themselves independently, however at times they may need assistance. Parental support should already have been obtained.

Positive handling

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 all cases of Positive Handling the incident must be documented and reported. Staff must be fully aware of the school's Positive Handling Policy.

Administering first aid

Staff 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.

Assisting a child who requires a specific medical procedure

Parental permission must be given before any medication is dispensed in school- this form is available from the school office. A small number of children will have significant medical needs and will have an Individual 'Care Plan'. If required, school staff will receive appropriate training. Individual Health Care Plans will be drawn up with the School Nurse or Health Visitor for children requiring ongoing intimate care to suit their individual circumstances. It is vital that these plans are prepared prior to admission. The plan should be signed by all who contribute and reviewed on a regular basis. 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 themselves as they can. Any member of staff may provide intimate care, provided it does not require unusual procedures or techniques (e.g. lifts or hoists). Volunteers are not to provide intimate care. 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.

UNICEF Rights of the Child

The following articles underpin our Intimate Care Policy

Article 2 – All children have these rights, no matter what their age, gender, religion, disability, culture or nationality is.

Article 3 – All adults should do what is best for children. Adults should think about how their actions affect children.

Article 12 – Children have the right to give their opinion and their views must be taken seriously.

Article 23 – Children with disabilities have the right to live a full life and receive support from the government.

Appendix 1

Permission form for the Provision of Intimate Care If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our experienced staff will carry out this task if you wish them to do so or, if you prefer, the school can contact you or your emergency contact who will be asked to attend without delay. Dorothy Barley Infant School has an Intimate Care Policy which is available to view on our website, or ask for a copy at the office. Please fill out the consent slip below stating your preference, and return to school. Name of Child..... Class.....

Please delete as appropriate:

*I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of Dorothy Barley Infant School.

OR

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to support the child as part of the basic duty of care.

Signature of Parent/Carer..... Date.....

Appendix 3

Procedure for Changing nappies

1. Consider whether the child can be changed standing up.
2. If the child cannot be changed in a toilet cubicle with the door ajar use the disabled toilets with the door ajar. In Nursery use the Nursery toilet area.
3. Wash your hands
4. Assemble the equipment
5. Place the child on the changing mat.
6. Put on gloves
7. Remove wet/ soiled nappy
8. Fold the nappy inwards to cover faecal material and place into designated covered bin
9. Used wipes and gloves are to be disposed of in a bin with a disposable liner
10. The bin should be emptied at least once a day and the liner replaced
11. Once the child has been changed and returned safely to the, e.g. nursery area, clean the changing area with a detergent spray or soap and water
12. Hands should be washed thoroughly