

## INTIMATE CARE POLICY



‘Where Happiness Promotes Success’

## OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

<b>Prepared by:</b>	J Brinklow	<b>First Issued:</b>	July 2018
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At West Haddon Primary School we are committed to safeguarding and promoting the welfare of all our children.

We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

### **What is 'Intimate care'?**

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled, wet him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

### **Practicalities**

It is generally expected that most children will be toilet trained and out of nappies before they begin at school. However, we recognise that children will join West Haddon Nursery and West Haddon Primary school, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. Although, they are encouraged as they progress through the school to use the toilet during break times.

Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

## **Role of staff**

All staff have access to a changing facilities. There is also a stock of baby wipes, plastic bags and disposable protective gloves and aprons for staff to use. If a child wets/soils him/herself during school time, one member of the EYFS or school staff will help the child:

- Remove their soiled/wet clothes/nappy
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress the child's in own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home
- If nappy was worn, the nappy is put in a bag and disposed of in the appropriate bin
- Record on the toileting chart to say who has been changed, wet/soiled nappy/underwear, who dealt with the incident and who witnessed.
- All toileting accidents are recorded on the child's individual sheet and witness by another member of staff.
- Parents are informed at pick up

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff will telephone the parent/carer.

In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the child.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

## **Child Protection**

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. All members of staff carrying out intimate care procedures have enhanced DBS.

Students should only do so under the supervision of a trained member of staff. It is not appropriate for volunteers to carry out intimate care procedures.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

### **Disabilities**

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

### **Role of parents/carers**

Parents/carers should give permission for intimate care as children enter Early Years Foundation Stage (EYFS). The permission slips are kept on record. All staff are informed of those children where no permission is given. Where a child has continuing incontinence problems (including children beyond EYFS), parents are expected to provide a complete set of spare clothes and baby wipes.

**Permission form for intimate care**

Dear Parent/ carer,

If a child wets or soils themselves whilst they are in nursery or school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

West Haddon School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely

Mr D Rosevear  
Head Teacher

Name of Child..... Class.....

**Please tick as appropriate**

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of West Haddon Nursery and West Haddon Primary School.

I do not give consent for my child to be changed and cleaned if they wet or 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 my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

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

## Questions and Answers

- Who will change the wet/soiled clothing?  
**The EYFS staff.**
- Where will changing take place?  
**In the Nursery and Reception toilet area, privacy guarded at all times. Two members of staff will be present at all times.**
- What resources will be used?  
**Aprons, gloves, blue roll paper, antibacterial wipes, nappy sacks, baby wipes.**
- How will soiled clothing be dealt with?  
**Double bagged and sent home with child. All nappies will be placed in a nappy bag and then in the designated bin.**
- What infection control measures are in place?  
**Staff will wear disposable gloves and aprons while dealing with the incident.  
Changing area will be cleaned after use.  
Hot water and liquid soap is available to wash hands as soon as the task is completed.  
Paper towels are available for drying hands.**
- What will the staff member do if the child is unduly distressed by the experience?  
**Staff will comfort and reassure the child, talk through what they are doing and ensure the change is completed swiftly to ensure the stress is not prolonged.**
- What will the staff member do if he/she notices marks of injuries on the child?  
**Follow the school Safeguarding Policy and report it to the DESIGNATED SAFEGUARDING LEAD.**

In the event that the parent/carer has not given consent then the parent/carer will be phoned immediately and asked to attend to their child as a matter of urgency.

## Monitoring and Review

It is the responsibility of the staff to follow this policy. The Senior Leadership Team will carry out monitoring on the staff as part of the whole school monitoring system.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.