ST AGNES

Catholic Primary School

*With Jesus beside us, we do our best*

# Intimate Care Policy

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| **Created on:** September 18 | **Author:** B.McDaid |
| **Approved by:** Governors | **Date:** October 18 |
| **Last reviewed on:** October 18 | **By:** B.McDaid |
| **Next review due by:** October 20 | **By:** B. McDaid |

## Our Vision and Values

At St. Agnes we believe that although we are all very different we have a way of living, behaving and doing things that allow us to serve as a witness to the Catholic Faith in our Lord Jesus Christ.
Our school motto is: **With Jesus Beside Us We Do Our Best to:**

**Believe**
We are all valued in God's family and the school family. We **believe** in ourselves and in our abilities.
**Persevere**
When things get difficult we will **persevere** so that we will grow stronger, realising we can turn to each other and God.
**Contribute**
We will **contribute** to the life of the school, the parish, the local community and the wider world to which we all belong.
*By doing these we will:*
**Achieve**
By being the best we can be, we will **achieve** in making a difference to others and living as God would want us to.

**Introduction:**
St Agnes Primary School is committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.
The school takes seriously its responsibility to safeguard and promote the welfare of the children in its care.
The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 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.
We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.
Staff will work in close partnership with parents and carers and other professionals to share information and provide continuity of care.
Where pupils with complex and/or long term health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.
**Definition:**
Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves

but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of pupils involved in intimate self-care.
We actively encourage parents to start helping their children become independent with independent toileting before their child starts in Nursery or Reception. Currently we are unable to provide nappy changing or toilet training facilities.
Every child has the right to privacy, dignity and a professional approach from all staff when meeting their needs and it is important that staff and parents work in partnership to give the right support to an individual child.

**Our approach to best practice:**

- *The management of all children with intimate care needs will be carefully planned. Pupils, beyond the EYFS, who require regular assistance with intimate care have written health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns should be taken into account.*
- *The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.*
- *Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.*
- *Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and are fully aware of best practice.*
- *Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. This is particularly relevant in the Early Years. Staff will always encourage children to attempt undressing and dressing unaided.*
- *Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced CRB checks.*
- *All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.*

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents may sign a permission form so that the staff can clean and change their child in the event of the child soiling themselves (Appendix 1).
If a parent does not give consent, the school will contact the parents or other emergency contacts giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

- If a parent/carer or emergency contact cannot attend, the school seeks to gain 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 parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.
- Where a care plan or IEP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). Parents/carers of children are given a written slip stating the reason clothing has been changed and the staff member responsible. It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone or by sealed letter,
- 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:
    - They inform another member of staff that they are changing a child – two members of staff should be in attendance.
    - Protective gloves are worn.
    - The procedure is discussed in a friendly and reassuring way with the child throughout the process.
    - The child is encouraged to care for him/herself as far as possible.
    - Physical contact is kept to the minimum possible to carry out the necessary cleaning.
    - Privacy is given appropriate to the child's age and the situation.

- All spills of vomit, blood or excrement are wiped up and flushed down the toilet.
- Any soiling that can be, is flushed down the toilet.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist. This will ensure that;

- There is careful communication with any pupil and their parents/carers who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children.
- Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any child requiring regular intimate care.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
- The needs and wishes of children and parents/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Where a care plan is not in place and a child has needed help with intimate care then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

Parents/carers of children will be given a written slip stating the reason clothing has been changed and the staff member responsible. This information on intimate care will be treated as confidential and communicated in person by telephone or by sealed letter.

Accurate records are kept for when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times, reason for change and signed by who changed the child (Appendix 2).

**Monitoring and Review**

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children. It is the responsibility of those working with children to follow the principles stated in this policy. The Headteacher, The Safe Guarding Lead Governor and the SENCO will monitor the provision as part of the whole school monitoring schedule. The Curriculum Committee of The Governing Body will also be part of this process.

Approved by: _____ (Headteacher) Date: _____

Approved by _____ (Lead Governor) Date: _____

This policy will be reviewed as necessary in light of updated information or guidance and definitely by Sept 2019.

(Appendix 1).

# St Agnes Intimate Care Permission Form for Soiling

| Child's Personal Details | |
|---|---|
| **Full Name:** | |
| **Date of Birth:** | **Parent/Carer name:** |
| **Address:** | |

I/We give permission for school to provide intimate care to my/our child. This may involve staff helping to clean / change my child in the event of them soiling themselves.
I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example).
I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature: _____
Name: _____ (Print Full Name)
Relationship to child: _____
Date: _____