

COOMBE HILL INFANTS' SCHOOL

Learn together, grow together

www.coombehillinants.com



Mrs Janet Berry
HEADTEACHER

INTIMATE CARE POLICY

Value Statement (who we are):

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment.
We provide an outstanding education for all children.

Vision Statement (what we strive for):

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.

Reviewed: Summer 22
Next review: Summer25
Governor Committee: Community,
Children and Safeguarding.

"Safeguarding is everyone's responsibility"

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.

This policy applies to Coombe Hill Infants' School including Coombe Connections Club.

INTIMATE CARE POLICY

This policy works in conjunction with the following policies;

- Safeguarding and child protection policy
- SEND policy
- Accessibility plan and disability equality policy
- Equality Policy
- Child sexual exploitation policy
- Staff code of conduct
- Positive handling policy
- whistleblowing policy
- Health and safety policy and procedures

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil 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. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. It also includes supervision of pupils involved in intimate self-care.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible. It is acknowledged that these adults are in a position of great trust. 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 child is treated as an individual.

Coombe Hill Infants' 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. Coombe Hill Infants' School recognises that there is a need to treat all children with respect when intimate care is given.

Coombe Hill takes seriously its responsibility to safeguard and promote the welfare of the children in our care. Meeting a child's intimate care needs is one aspect of safeguarding.

Child focused principles of intimate care

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care and to have such views taken into account
- Every child has the right to have levels of intimate care that are as consistent as possible.

Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so, and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children.

The child will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. If a child requires changing, if possible, two adults should be present.

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. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate

care would result in negligence for example, female staff supporting boys in an infant school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Where relevant, it is good practice to agree with the child and parents/ carers appropriate terminology for private parts of the body and this should be noted in the plan.

When a child has an individual intimate care plan, records will be kept every time a child is supported - including full date, times changed and adults present. These records will be kept in the child's file and available to parents/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for his/herself as possible.

There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding, permission should be sought before starting to support an intimate procedure.

Staff who provide intimate care should speak to the child personally by name and explain what they are doing.

Every child's right to privacy and modesty is respected. Careful consideration will be given to each child's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEN advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible the child's wishes and feelings should be sought and taken into consideration.

An individual member of staff should inform another member of staff when they are going to assist a child with intimate care - a keyword or sign will be used to help protect the child's privacy and dignity.

The religious views, beliefs and cultural values of children and their families will be taken into account, particularly as they affect certain practices or determine the gender of the carer.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

If there is no individual care plan in place and regular intimate care isn't needed, parents/carers will be informed the same day if their child has needed help with intimate care (e.g. has had an accident and has wet/soiled him/herself). It is recommended practice that information on intimate

care should be treated as confidential and communicated in person, by telephone or by sealed letter, not through a home/school diary.

Child protection

The staff at Coombe Hill Infants' recognise that pupils with special needs and those who are disabled are particularly vulnerable to all types of abuse. The school's child protection procedures will be adhered to at all times.

From a child protection perspective it is acknowledged that intimate care involves risks for children and adults. The child's individual intimate care plan will be discussed at great length with the child, their parents and all staff involved, to ensure the child's rights and privacy are adhered to and to ensure all parties are comfortable with their part in the child's intimate care plan.

At Coombe Hill Infants' best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc s/he will immediately report concerns to the Designated Senior Person for Child Protection or Headteacher. A clear written record of the concern will be completed and a referral made to Children's Services Social Care if appropriate, in accordance with the school's child protection procedures. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made but this should only be done where such discussion and agreement-seeking will not place the child at increased risk of suffering significant harm.

If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Headteacher. The matter will be investigated at an appropriate level (usually the Headteacher) and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a resolution. Staffing schedules will be altered until the issue/s is/are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Headteacher (or to the Chairman of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chairman of Governors, in accordance with the child protection procedures and 'Whistle-blowing' policy.

Children wearing Nappies / Pads

It is good practice to provide information for parents on the policy and practice in the school regarding the wearing of nappies/ pads. Such information should include a simple agreement form for parents to sign- outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

Equipment Provision

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Health and Safety

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy

First Aid and intimate care

Staff who administer first aid 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. Regular requirements of an intimate nature will be planned for. Agreements between the school/organisation, those with parental responsibility and the child concerned will be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

Changing clothes

Young people are entitled to respect and privacy when changing clothes. Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, there are always 2 adults present.

INTIMATE CARE POLICY PARENTAL AGREEMENT FORM

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Coombe Hill Infants' 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. Coombe Hill Infants' 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.

The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.

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.

If a child does not have an individual intimate care plan, parents will be informed if a child requires changing.

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this

responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste.

Staff who administer first aid 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.
