



## Hutchinson Memorial CE First School

### Intimate Care Policy September 2018

Hutchinson Memorial CE First 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. The wellbeing and safety of the children is our priority and we promote the protection of children's welfare and dignity, individualizing care to meet the children's needs. As far as possible we encourage children to exercise choice, and work towards independence in all areas of their own care.

#### Key Principles for good practice in intimate care

- Engage with parents and children prior to admission and at any transition to discuss the normal routines of the school and identify staff most likely to be involved in delivering aspects of intimate care.
- Allow a child, wherever possible, to express a preference regarding his/her carer.
- Ensure privacy appropriate to the child's age and the situation.
- Be aware and be responsive to a child's reactions.
- Encourage independence as far as possible.
- If carrying out intimate care away from the setting, have an increased awareness of privacy and safety issues.

## **Best Practice in Intimate Care**

- Staff who provide intimate care will be trained accordingly and complete Safeguarding training and Health and Safety training in moving and handling. This may include training on apparatus which may be required to assist children who need any specialist equipment following assessment from the multi-disciplinary team (Physiotherapist, Occupational Therapist and Moving and Handling Advisor).
- Staff will ensure good and clear communication with each child in line with his/her preferred mode of communication (verbal, symbols, sign, etc) to discuss the child's needs and preferences. The child will know exactly what is happening at all times and the reasons for it.
- 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 autonomy that is possible given their age and abilities. Staff will encourage each child to do as much as possible for themselves. Within the child's Care plan will be an individualized Intimate Care Plan which is regularly updated according to the child's needs.
- Wherever possible, staff will work with children of the same sex, and every effort will be made to accommodate a child's request for a key member of staff to support them.
- The religious views and cultural values of families will always be taken into account. At admission, we will liaise and work closely with families to discuss any requests relating to intimate care.
- Comprehensive risk assessments, regularly updated, will be completed for individual children that cover all their intimate care needs.

## **Promoting a Safe & Positive approach to Intimate Care**

The following assist in promoting positive attitudes to intimate care;

- Get to know the child in order to read and understand the non verbal messages.
- Have a good knowledge of the child's individual Care Plan.
- Have a good knowledge and understanding of any religious and/or cultural sensitivities related to intimate care.

- Give explanations of what is happening in a simple and reassuring way.
- Enable the child to be prepared and anticipate events demonstrating respect for his/her body (e.g. sensory cues).
- Respect a child's preference for a particular carer and sequence of care.
- Always use appropriate moving and handling methods and equipment.
- Always leave the door ajar when supporting a child with intimate care.
- Always inform other staff when you are going to support a child with intimate care.
- When washing always use a flannel or sponge and encourage the child to attempt to wash themselves.
- Agree appropriate terminology for the private parts of the body and functions to be used by staff and encourage children to use these terms.
- Record and update any changes in Intimate Care in the Care Plan.
- Speak to older children in a way that reflects their age.
- Most importantly treat every young person in your care as an individual and with dignity and respect.

### **Resources and Facilities**

Wherever possible, the existing toilet areas should be used. Children will not be changed in educational, play or public areas, or in any location used for the preparation of food and drink.

We will endeavor to ensure the following minimum facilities are available:

- Sink with lever taps and hot and cold running water.
- Dedicated bin with lid
- Paper roll, sponge or wet wipes for cleansing the body, cleaning the surface of the changing area and mopping spillages (wipes only used after consultation with parents to avoid any allergic reactions).
- Wipes/nappies provided should be labelled and stored discreetly.
- Antibacterial spray/Milton/Wipes will be used for cleaning surfaces and the changing area.

- Non-latex gloves and disposable aprons - fresh ones to be used each time for each child.

Arrangements are confirmed for spare clothing to be available and the transfer of wet or rinsed, soiled clothing back home.

If children are able to stand independently, it is acceptable to change them whilst they are standing up. It is not appropriate to do so if they are soiled. If no other surface is available, it is acceptable for children to be changed on the floor. In this instance, an easy to clean mat is placed under a changing mat and other children will be prevented from accessing the area whilst changing is underway.

Section 18 in the *Government Guidance 'Safe Practice in Education'* states that: 'staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken. At all times the privacy and dignity of the child is respected, especially if more than one member of staff is present.

### **Personal Care Plan**

A care plan will be discussed with parents and include:

- Procedures
- Facilities
- Staffing
- Training
- Curriculum specific needs
- Educational visits
- Arrangements for Review & Monitoring
- Emergency Contacts
- Signed consent from parents to allow support
- Signed consent of the child where appropriate
- Record keeping such as an intimate care diary

This Policy was written with reference to Staffordshire County Council's All Age Personal Care Policy (April 2014).

Date: September 2018

To be reviewed: September 2019

Policy Approved by Full Governing Body:

Signed

Chair of Governors

Date:

## APPENDIX 1

### **Personal Care Plan - Toileting**

(To be used if toileting is the only issue).

Child's Name:

DOB:

Class:

Date:

Reason for Plan:

Aim of Plan:

#### **What will be done?**

Details of when child will be changed/taken to the toilet and specific routines to be followed.

#### **By whom?**

**Facilities:** (where the child will be changed and resources required)

**Training :** (identify any specific staff training needs)

#### **Other considerations:**

Clothing:

Off site activities:

#### **Monitoring:**

Toilet Diary

Other

Review date:

Plan agreed by:

	Name	Signature	Date
Parent/Carer			
Child(if appropriate)			
Class teacher			
Class teacher			
Headteacher			