



Intimate Care Policy

Introduction

Old Church C of E (C) Primary School is responsible for the care of all children, whatever their needs or difficulties, including children with learning and physical difficulties who have an increased dependency and require practical support with their intimate care needs at school.

We have defined '**Intimate Care**' as direct care of a child in terms of any personal care activity a child would normally be able to do for him/herself. These needs are no different to the needs of a child who is not disabled but there are differences in nature, method and principles of fulfilling those needs.

Intimate care is a high risk activity in terms of potential abuse and it is particularly important that there are guidelines on intimate care, both to protect those being cared for and the staff who care for the children's needs. We take the view that everyone is safer if expectations are clear and approaches are consistent as possible. Therefore, our guidelines, have the following goals:

- To outline good practice during intimate care tasks so we can distinguish between good and poor care practice.
- To protect the children and the staff who are asked to carry out intimate care tasks.
- To outline a system that works effectively for the child, ensuring a consistent approach is undertaken and that intimate care practices are not markedly different between individuals.

Guidelines

Children and their parents should have confidence in the staff.

All staff involved in intimate care routines will have been police checked. All parents will have access to this policy. The parents of children will be able to view this policy and will be offered an opportunity to discuss their child's needs with an appropriate member of staff if requested. A care plan will be drawn up at this point if it is appropriate. Notices regarding '**Intimate Care**' are displayed in all toilet areas as a point of reference for all staff (see attached).

Safeguarding for Child and Adults

Two people will be needed for the change, one to do the changing and one to ensure the safeguarding of both child and adult.

Carers should be aware of the abilities of the child

The child should be enabled and encouraged, as far as possible, to contribute to his/her own intimate care.



Ensure privacy, appropriate to the child's age and gender

The school takes the view that the issue of privacy is important. All children will be changed in a discreet area with all of the necessary equipment available, e.g. wipes, protective gloves, clean nappies, change of clothes, etc.

Children have the right to be respected

Respect of the child's body and integrity should be included in all care procedures. Ideally, someone who has a long-term positive relationship with the child should carry out intimate care tasks. New members of staff should get to know the children in their classroom context before getting involved in intimate care tasks.

A strong focus should be evident on choice and decision making skills

Wherever appropriate, decision making should be an integral part of the process, e.g. Do you want to go to the toilet? Should we wash your hands or face first? Can I help fasten your trousers?

Pupils will be prepared and involved in what is going to happen

Staff will raise the child's awareness of the process. Objects of reference, symbols, signs gestures and verbal explanation will be given as appropriate.

Intimate care tasks are not an interruption to the timetable

These practices should be valued as part of each child's essential curriculum. They are an opportunity to develop independence and age-appropriate skills, increased dignity and to raise self-esteem.

Never do any task unless you are confident in your ability to do it

Never guess; ask a colleague to help.

If you are concerned- report it

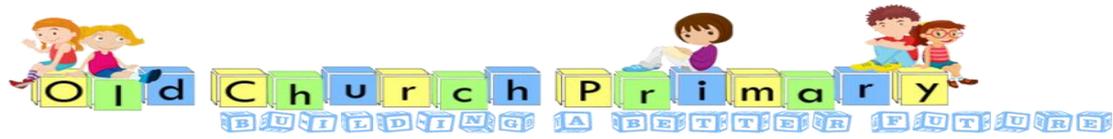
Intimate care tasks should never be approached light heartedly. If a child has soreness or something to cause you concern, follow our Child Protection Procedure.

Health and Safety Issues

Barrier materials should always be used, e.g. disposable gloves and disposable aprons. Appropriate Lifting and Handling Procedures should be followed when necessary. All soiled clothing and nappies should always be double bagged.

Recording

It is essential that all 'Intimate Care' is recorded. Some children who have the occasional 'accident' may need adult support. When a child has been changed, this will be recorded on an intimate care sheet. Some children who require more support in this area on a regular basis will have their own intimate care log.



Guidelines for Intimate Care

Please ensure that you adhere to the following guidelines when changing children:

- Always ensure that **TWO** members of staff are present.
- Always wear disposable gloves.
- Always ensure the changing area is clean before and after use, e.g. fresh piece of roll/disinfectant spray, etc.
- Always ensure that wet nappies are put in a bag and disposed of in the provided bin.
- Always ensure that soiled nappies are bagged and disposed of in the provided bin.
- Ensure that soiled clothes are also bagged.
- Following changing a child encourage them to wash their hands as they would usually do so after going to the toilet.
- After every change complete the child's '**Intimate Care Log**'.
- Always ensure that you wash your hands thoroughly after changing.
- Always report stock shortages well in advance of a shortage.
- If you are concerned about the child in any way please speak to one of our Designated Safeguarding Officers.
- **NEVER** take your mobile phone/iPod/iPad into the toilet with you - this breaches our **CHILD PROTECTION POLICY**.