



INTIMATE CARE POLICY

October 2015

MISSION STATEMENT

At St John the Baptist Catholic Primary School:

- we encourage each other to live our lives based on Gospel values;
- we acknowledge and nurture the unique gifts in every individual;
- we have a positive vision of our Faith;
- we ensure that prayer, reflection and worship form an integral part of every day;
- we recognise each person as a vital part of God's creation;
- we lay the foundations for successful, lifelong learning;
- we are at the heart of our Parish, welcoming, supporting and working in partnership with families.

Rationale:

Intimate care is any care which involves washing, nappy changing, touching or carrying out an invasive procedure (such as the administration of suppositories etc) 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.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The need for intimate care may be a temporary one due to an accident, post-operative recuperation etc. However a child may also require indefinite intimate care due to a physical condition or disability. The child's dignity must always be preserved with a high level of privacy, choice and control. There must 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.

St John's Catholic Primary 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. We recognise 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.

Our approach to best practice:

Our 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 have had an enhanced disclosure CRB check. They have been trained (where appropriate) in the procedures they carry out (including Child Protection and Health and Safety training in lifting and moving) 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 taking into account developmental changes such as the onset of puberty and menstruation.

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. Once an intimate care plan has been drawn up for a particular child it will be reviewed at least on an annual basis, bearing in mind that the individual needs of the child will change in relation to the

child's age, understanding, sexuality and the opinions to his/her parents/carers.

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, and this could be documented in the child's intimate care plan.

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 a primary 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. Intimate care arrangements will not be initiated without parental authorisation (see Appendix 1). The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Children wearing nappies:

If a child is wearing nappies, we would provide information for parents of our policy and practice in the school in order to satisfy all Child Protection & Health & Safety requirements. 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.

Changing facilities:

Children who have long-term incontinence will require specially adapted facilities. The dignity and privacy of the child should be of paramount concern. Consideration should be given to the sighting of this area from a health and safety aspect. This is the recommended method of changing a child, as it avoids an adult having to lift a child and cause possible back injury.

The school's disabled toilet facilities are available for all such occasions.

Equipment Provision:

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes 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.

Individual needs:

Children with individual needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the organisation should be easily understood and recorded.

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

The Protection of Children:

All staff must have access to Cornwall LA Child Protection Procedures and Inter-Agency Child Protection procedures, which will be adhered to. All children 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 child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection. Additionally, a written report must be made.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked

into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child or their parent makes an allegation against a member of staff, all necessary procedures will be followed (see Agency Child Protection Procedures)

Confidentiality & Advice:

All our carers have the best interests of the children at heart. During intimate care pupils may reveal personal information or seek additional carer support. Staff will always help pupils who may be experiencing personal difficulties or confusion. Pupils will be actively encouraged to talk to their parents about the issues which are shared with the carer and/or teacher.

Teachers & carers will explain to our pupils that we cannot offer unconditional confidentiality, for example, in matters that are illegal or abusive. In such circumstances teachers would have to inform others, e.g. parents, Head teacher, but that the pupils would always be informed first that such action was going to take place. We will follow recommended child protection procedures as appropriate.

Equal Opportunities:

We recognise that all our pupils (even within the same class) have different physical needs, maturation rates & different levels of self-awareness. We will respect & address each child's unique & individual physical, emotional & social needs.



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*In Jesus we live, love
and learn together*

Headteacher: Miss N G Teixeira

7th October 2015

Dear Parents and Carers,

Permission for Intimate Care Provision

If a child wets or soils themselves whilst in school, it is important that measures are taken to have them changed (and cleaned if necessary), as soon as possible. Our Early Years staff (or any school staff if needed) are experienced and ready to care for children in this way, but require permission in order to do so.

You have a choice of giving permission for staff to provide intimate care or wishing to be contacted yourself when a situation arises. In this case, you or your child's next emergency contact would be called and be expected to arrive in school without delay.

Please complete the slip below, indicating your preference, and return it to the school as soon as possible. If you wish to view our policy, it is available to view on the school website, or a paper copy can be requested from the office.

Yours sincerely,

Miss N Teixeira

Headteacher

Name of Child _____

I give consent / do not give consent (*delete as appropriate*) for my child to be changed or cleaned by school staff if they wet/soil themselves.

I understand that if I do not give consent and emergency contacts cannot be reached, school staff will take action to ensure my child is clean and comfortable, which may result in intimate care taking place.

Signed _____

Date _____