



Brinsley Primary and Nursery School

# INTIMATE CARE POLICY

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# Intimate Care Policy

## Introduction

At Brinsley Primary and Nursery School, we recognise the importance of our responsibility to safeguard and promote the welfare of children. Some pupils require support with intimate care due to their age or due to having special educational needs and disabilities (SEND). Our overarching focus in all instances is effective safeguarding procedures that protect the child and staff members.

This policy set out Brinsley Primary and Nursery School standards, in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times, and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity
- Are sensitive to their needs and preferences
- Maximise their safety and comfort
- Protect them against intrusion and abuse
- Respect the child's right to give or withdraw their consent
- Encourage the child to care for themselves as much as they are able to
- Protect the rights of all others involved

## Definition of Intimate Care

For the purpose of this policy, 'intimate care' is the physical care in personal hygiene or treatment (to the torso or above the knee)

It includes the following:

- Applying external medication (torso or above the knee)
- Body bathing (torso or above the knee)
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing (underwear)
- Changing nappies or continence pad (faeces/and or urine)

## Equality and Diversity

Children and young people with impaired personal development have the same rights of access to services as other children and young people and are protected from discrimination under the Disability Discrimination Act (DDA) 1995.

## Aims

The aims of this policy are:

- To ensure that children and young people are consulted and encouraged to participate in decisions about their intimate care. Particular attention must be given to those children and young people who have disabilities/conditions who may need additional support to be able to do this.
- To safeguard the rights of children and young people, and staff who are involved in their intimate care.

- To ensure that school specific guidance is developed. This must inform all staff, whose role includes intimate care, of good working practice and procedures
- To ensure there is a system for producing Intimate Care Plans for children and young people who require intimate care plan and all relevant procedures. (Example Intimate Care Plan see Appendix 1)
- To ensure that all staff who are involved in personal and intimate care have access to training enabling them to implement the child or young person's intimate care plan and all relevant procedures.
- To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people.
- To ensure the continuity of care through the sharing of information between parents/carers/legal guardian/involved professionals.

### **Protection of Children and Staff**

- Brinsley Primary and Nursery School will ensure that all children's intimate care needs are met.
- Parents and Carers have the prime responsibility for their child's health and must provide school with all of the information about their child's intimate care needs. This information will be sought through an assessment of the child's needs and subsequent intimate care plan will be drawn up with review dates.
- For children who are able to care for their own personal needs for the majority of the time, and only need intimate support with wiping after defecating, parents/carers will be asked to complete and sign a shorter version of the intimate care plan. (Appendix 2) A decision over which type of care will be given, will be made when children begin in EYFS and reviewed periodically.
- An intimate care plan does not need to be in place for children who are able to wipe themselves after wetting. They will be supported to change themselves where possible.
- The intimate care plan must be written in consultation with parents/carers and children an appropriate consent given for procedures within it. Every effort must be made to assist those children who are not able to communicate easily to participate in their care planning.
- Where an intimate care plan exists this information must be shared with all relevant services upon request.
- Where a full intimate care plan does not exist, we will identify the need and ensure that an assessment and plan are completed prior to care being given, or where the child or young person's needs or circumstances change.
- Parents and carers must be consulted and their views respected in terms of the intimate care provided for their child. Procedures must be discussed with the family to ensure consistency of care and support to encourage the development of intimate care skills for their son or daughter.
- There is no legal or contractual duty that requires all staff to undertake intimate care procedures. However, this may already be a specific requirement in an individual job description or staff may formally elect to support children and young people in this way. In these circumstances staff will be informed of the specific types of intimate care that they will be required to carry out and be appropriately briefed.
- Relevant staff will have access to guidance that supports good working practice which complies with health and safety legislation. Where necessary training will be provided
- Staff will have access to a set of procedures detailing individual intimate care tasks including how to manage children and young people who refuse to comply with previously agreed intervention.

- All staff working with children and young people must have been through an appropriate safer recruitment process.
- In recognition of the vulnerability of children with SEND school must ensure that they follow the Nottinghamshire Safeguarding Children Board Safeguarding Children Procedures. The Safeguarding Disabled Children and Young People Inter-agency Practice Guidance must be accessible to all staff and adhered to.
- Each child's right to privacy must be respected. Careful consideration must be given to each child's situation to determine how many staff might need to be present and which staff may be involved when a child needs help with intimate care. Under normal circumstances, one child will be cared for by one adult, unless there is a sound reason for having two or more adults present. If this is the case, the reason must be clearly documented, (The United Nations Convention on the Rights of the Child: Article 12 Children have the right to say what they think should happen, when adults are making decision that affect them, and have their opinions taken into account).
- The number of staff required will be indicated in the child's intimate care plan. The number of staff may also be influenced by the preference of the child or young person, or specified in a manual handling or behavioural risk assessment.
- All services need to make provisions for emergencies i.e. a staff member on sick leave.

### Procedures for intimate care

- The care plan will be followed in each case.
- Where necessary, the hygiene suite outside the year one classroom will be used. Within the EYFS classrooms, the changing of children will be done within the toilet area, providing the safety and privacy of the child and adults allows. This will enable ratios to be adhered to within the setting.
- Where possible, to maintain privacy for the child, doors will be pulled closed and if only one member of staff is supporting the child, that member of staff will notify another member of staff that they are carrying out intimate care. This should be done discreetly.
- Where the changing of nappies is needed, equipment will be used from a clearly labelled box allocated to the child, from their own school bag or from a shared box within each area. This will provide clean nappies, wipes and any other individual changing equipment necessary.
- **Before** changing a child, a member of staff will put on disposable gloves and aprons, and where appropriate face masks. The changing area will be cleaned appropriately using disposable antibacterial wipes. (These will be available within each area)
- Where possible staff will ensure that changing areas are warm and comfortable for the child, and are private from others. (Where possible within the EYFS toilet areas).
- Hot water, liquid soap and paper towels are available for staff to wash and dry their hands before and after changing a child; after the changing area will also be cleaned appropriately after use, using disposable antibacterial wipes. Any bodily fluids that transfer onto the changing area will be cleaned appropriately.
- Any soiled or wet clothing will be placed in a tied bag in the child's personal bad and will be returned to parents/carers at the end of the school day.
- Any used nappies will be placed in a tied plastic bag and disposed of in a lidded bin. Soiled nappies will be placed in a Sengenic nappy bin, which are situated in the hygiene suite and FS1 (Nursery) toilets, and disposed of with clinical waste (yellow bin) at the end of the school day, by cleaning staff.
- Any child who requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with **Medicines Policy**, and full parental consent will be gained prior to this.

- Those children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- Members of staff will use the 'Toilet Introduction Procedures@ as outlined in the Appendix 3 of this policy, to get children used to using the toilet and encourage them to be as independent as possible. Parents/Cares will be supported with potty training and toileting ideas when their child is ready. Toilet seats, steps and potties will be available to support in school.
- Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

## Parental Engagement

School will liaise closely with parents/carers to establish individual intimate care programmes for each child which will set out the following:

- The care required
- The number of staff needed to carry out the care
- Any additional equipment needed
- The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves
- The child's preferred means of communication e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- Any adjustments necessary in respect to cultural or religious views.

## The procedure for monitoring and reviewing the intimate care plan

- The school adopts rigorous safeguarding procedures in accordance with the **Child Protection and Safeguarding Policy**, and will apply these requirements to the intimate care procedures
- School will ensure that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children
- All members of staff will receive safeguarding training on an annual basis and will receive further training and support where necessary
- All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the **Designated Safeguarding Lead (DSL)**, in accordance with the school's **Whistleblowing Policy**.
- Any concerns about the correct safeguarding of children will be dealt with in accordance with the **Child Protection and Safeguarding Policy** and the **Allegations of Abuse Against Staff Policy**

## Insurance

Nottinghamshire County Council is protected by its Public Liability Insurance (subject to its terms and conditions and exclusions) for accidental death, injury, damage caused by such procedures to a third party. The insurance provided jointly indemnifies with the County Council staff and Members provided that they are acting in accordance with their Nottinghamshire County Council duties.

For further information contact Risk and Insurance Section, County Hall, 08449 808080.

## Monitor and Review of Policy

The children and Young's people's Departments Strategic Services Policy, Commissioning and Planning Team will be responsible for promotion of this policy across the Department. Any required changes to this policy due to changes in legislation will be made in partnership with policy author.

However, it is the responsibility of individual service areas to ensure that their staff are made aware of their specific guidance.

This policy will be reviewed annually by the Head Teacher, DSL, SENCO and Early Years Lead, who will make any changes necessary and communicate these to all members of staff. Members of staff involved in the intimate care of a child must familiarise themselves with this policy as part of their induction programme.

### **References/Background Information**

- Management of Health and Safety at work Act 1999
- Disability Discrimination Act (DDA) 1995, 2005
- Equality Act 2010
- Every Child Matters
- Every Disabled Child Matters
- The Dignity of Risk, National Children's Bureau
- Including Me, Council for Disabled Children
- U.N Convention on the Rights of the Child
- Nottinghamshire Safeguarding Children Board Child Protection Procedures
- Nottinghamshire Safeguarding Children Board Safeguarding Disabled Children and Young People: Practice Guidance for all agencies