

Carlton Primary School

Intimate Care Policy



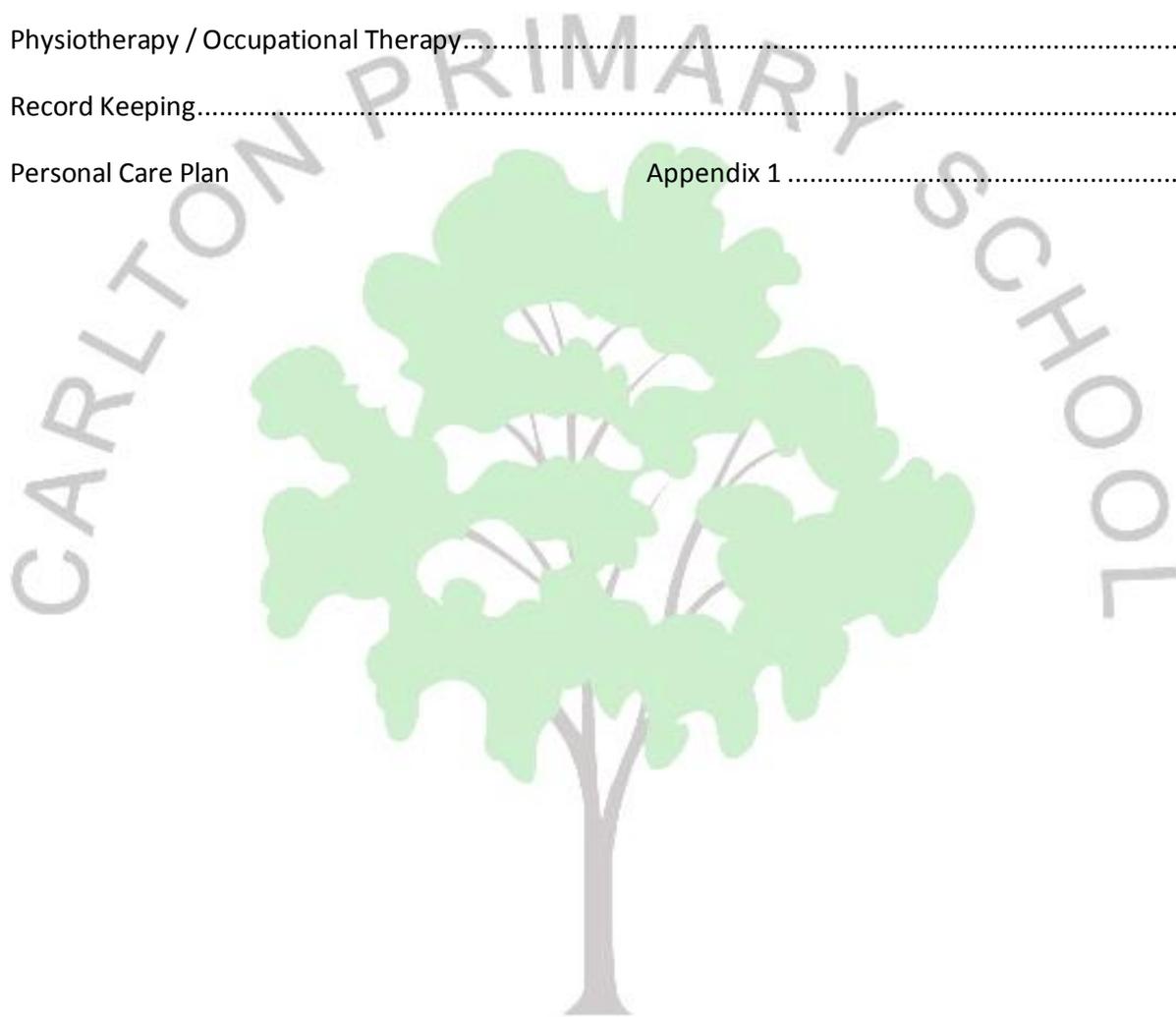
If you believe, you CAN achieve

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Signed: _____

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Intimate Care Policy

Carlton Primary School is committed to ensuring that all staff are 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 and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Staff who provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition of 'Intimate Care'

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 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.

Our Approach to 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 specific intimate care are trained to do so (including Child Protection and Moving and Handling if necessary) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from outside professionals, e.g. physiotherapist, health visitor. Staff will be supported to adapt their best 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. 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 members of staff will need to be present when intimate care is administered. Where possible, one child will be catered for by one adult however another adult will always be present in the room. Specific 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.

Child Wearing Nappies

We encourage all parents to toilet train their child before starting nursery, however, we understand that there may be reasons why a child is not fully trained when they start school. In this instance we ask that parents provide their child with "Pull Ups" rather than a nappy as these allow the child greater independence.

Parents/carers will be provided with information of policy and practice in school. Such information includes a simple agreement form for parents/carers to sign and an agreed Personal Care Plan as outlined in *Appendix 1*.

See also Appendix 1 for the Procedure arranged for changing Pull-Ups.

If a parent does not want the nursery to provide intimate care, we are happy to telephone the parent to come into school to change their child. However we would expect that the parent responds rapidly to such a request in order to reduce any stress of discomfort for the child.

The Protection of Children

Child Protection Procedures will be adhered to.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. he/she will immediately report concerns to the designated Child Protection Officer. If they are off site they will report to the Head Teacher or Assistant Head or Early Years Family Support Worker (EYFSW).

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.

Physiotherapy / Occupational Therapy

Children who require physiotherapy/occupational therapy whilst at school should have this carried out by trained physiotherapists. If this is agreed in the individual education plan or health care plan that a member of the school staff should undertake part of the physiotherapy/OT programmes (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.

In no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.

Any concerns about the programmes or any failure in equipment should be reported to the Special Educational Needs and Disability Co-ordinator (SENDCO) for Early Years Foundation Stage (EYFS) immediately.

Record Keeping

A written record should be kept in the agreed format every time a child requires assistance with intimate care or has physiotherapy/OT. These records will be available to parents/carers on request.

Parents/carers will be notified if their child soiled/wet themselves and needed to be changed.



Personal Care Plan

Appendix 1

For children wearing nappies / pull-ups in school

Child's Name: _____ DOB: ____/____/____

Completed By: _____

Date of Plan: ____/____/____ Review Date: ____/____/____

Procedure:

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| Who will change the child: |
| How will the child be changed? e.g. standing up in a cubicle |
| Who will provide the resources? e.g. wipes, pull-ups, disposable gloves |
| How will wet/soiled clothes be dealt with? |
| How will the child be encouraged to participate in the procedure? |
| Any other comments/important information: e.g. medical information |

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This plan has been discussed with me and I agree to change my child at the last possible moment before he/she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate as discussed and where possible.

Parent/Carer's full name: _____ Signature: _____

Dear Parent/Carer,

Your child currently wears nappies/soils/wets regularly.

We will support your child in developing independence in changing/cleaning themselves.

Attached is our Intimate Care Policy for you to read. Please sign and return the slip.

Yours Sincerely,

Head Teacher

Child's Name: _____ DOB: ____/____/____

I have read the Intimate Care Policy and I agree to my child being supported to develop independence in changing/cleaning themselves.

Parent/Carer's full name: _____

Signature: _____ Date: ____/____/____