

## YATTON FEDERATED SCHOOLS

### INTIMATE CARE POLICY

Document Information			
<b>Reviewed by:</b>	Business	<b>Responsibility:</b>	Business
<b>Last Review:</b>	24 January 2017	<b>Next Review:</b>	January 2019
<b>Review Cycle:</b>	Biennially	<b>Ratified by FGB</b>	Not required
<b>Signature (FGB)</b>	Not required	<b>Signature (Head)</b>	Not required

#### 1. Introduction

- 1.1 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 a staff member's duty of care.
- 1.2 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall 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 wherever possible.
- 1.3 Yatton Federated Schools are 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 Federation recognises 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.

#### 2. Best Practice

- 2.1 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.
- 2.2 Staff who provide intimate care are trained to do so (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.
- 2.3 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. Wherever possible, staff involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.
- 2.4 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. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

- 2.5 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. Where possible, one child will be catered for by one adult, unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. However, another second of staff should be in the vicinity and should be made aware of the task being undertaken.
- 2.6 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.
- 2.7 Wherever possible staff should only care intimately for an individual of the same sex. However, it is recognised that this may need to be waived a primary school where there is a need for female staff to support boys in a primary school, as no male staff are available.
- 2.8 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan (where one is in place – 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. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

### **3. Children wearing Nappies/Pads**

Parents of children wearing nappies/pads will be provided with information on this policy and practice in school. Who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task will be recorded. Such practice should provide reassurance for parents that systems are in place and that the school has implemented procedures for staff to follow.

### **4. Equipment Provision**

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

### **5. Health and Safety**

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy.

## Intimate Care Plan

<b>Child/Young Person:</b>		<b>School/Setting:</b>	Yatton VC Infant School Yatton CofE Junior School		
<b>DOB:</b>		<b>Male/Female</b>		<b>Date:</b>	

## Description of Intimate Care Needs

**Task: Identify one part of this process, which could be developed so that greater independence/involvement can be achieved.**

## Action Plan – Describe the steps needed to achieve this task.

**The following people will be assisting in the above activities:**

<b>Named People:</b>					
<b>Additional people who may be involved to cover when the named people are absent:</b>					
<b>I am in agreement with the above procedures being undertaken: (Please sign as appropriate)</b>					
<b>Parent/Carer:</b>		<b>SENCO:</b>			
<b>Teacher, T.A, L.S.As:</b>					
<b>Date:</b>		<b>Date for Review:</b>			