



Intimate Care Policy

General Policy Statement:

Our school is a place where everyone is treated equally and respected. We believe that all children should be able to achieve their full potential academically, socially and emotionally. We are committed to our school being a safe and inclusive place where learning is nurtured and encouraged in a happy, caring and fun environment. This policy has been devised in order that all parties understand the procedures and care we will show when changing nappies or assisting children with changing their clothes should they accidentally soil or wet themselves whilst in pre-school or school. It also states the roles and responsibilities of both the home and school and has an agreement/consent form for parents to sign.

Principles:

The school takes seriously its responsibility to safeguard and promote the welfare of the children in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. As such, this policy works alongside the following school policies:

- Safeguarding Policy
- Health and Safety Policy and Procedures
- Policy for the Administration of Medication
- Staff Code of Conduct and Staff Handbook
- Confidentiality Policy
- Whistleblowing Policy

Pentland Infant and Nursery 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. It is acknowledged that these adults are in a position of great trust.

The school recognises that there is a need to treat all children with respect when intimate care is given, regardless of age, gender, disability, religion or ethnicity. The child's welfare and dignity is of paramount importance.

Staff will ensure that the child being changed is comfortable and reassured throughout the process, for example by talking about what they are doing and ensuring the change is completed swiftly to ensure no stress is involved. No child should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/carers to share information and provide continuity of care.

Definition:

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas, which most people usually carry out themselves, but some children are unable to do because of their young age, physical difficulties or other

special needs. Examples include care associated with children who have continence needs, as well as more ordinary tasks such as help with changing nappies, toileting or dressing.

Best Practice:

- Each child's right to privacy will be respected. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level. In Pre-School the Key Person will be responsible for changing their own key group of children, where this is feasible; however, as all staff are known to the children, it may be another member of the team.
- It is advisable for a member of staff to inform another adult when they are going to change a child's nappy or assist with their intimate care.
- 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.
- 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 (located in disabled toilets).
- Appropriate resources should always be used: a changing mat, aprons, gloves, blue roll paper, antibacterial wipes, nappy sacks, nappies, baby wipes, cream (when specified by parent/guardian).
- Infection control measures should always be in place. Staff will wear disposable gloves and aprons. Blue roll paper will be put on the changing mat. The changing area will be cleaned after use. Hot water and liquid soap is available to wash hands as soon as the task is completed. Hands should be thoroughly dried.
- Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.
- All staff should be aware of the school's confidentiality procedures. Sensitive information will be shared only with those who need to know.
- If for any reason a child expresses distress at being changed by school staff, then our policy is to contact parents to request that they come into school to support their child with changing.

(See Appendix 1: Prompts for Staff to be displayed in Nappy or Changing Areas)

Partnership with Parents/Carers:

- We ask that children are changed at the latest possible time before being brought to Pre-School or school, so whenever possible children arrive dry and clean at the beginning of a session.
- To make intimate care procedures as comfortable and aligned to individual children's needs as possible, the sharing of information between home and school is essential. Staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recordings will be made each day of the time when children are changed. The needs and wishes of children and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.
- Parents are expected to provide school with spare nappies, wipes and a change of clothing.
- If a child requires cream administering the parent is expected to sign a permission form beforehand.
- Parents are asked to report to school any marks or bruises on their child, in light of child protection procedures.
- We are an inclusive school and do admit children who are not fully toilet trained into nursery and school, however we do feel that it benefits the child if they can be toilet trained or working towards this by the time they start school. School staff will be happy to support this within school, but it can only work if the same expectations and routines are maintained both in school and at home.
- The early years team are on hand to offer advice on how to support children with toilet training and can help to put parents into contact with relevant support if wanted.
 - Parents are also asked to inform school of any medical condition which affects their child's toileting habits or needs at any time.
- Parents will be asked to sign a Parental Agreement Form to indicate that they have read this policy and agree to support the terms of its contents.

(Appendix 2: Parental Agreement Form)

Safeguarding:

We will safeguard children to the very best of our ability by always following best practice and encouraging adults to be vigilant at all times.

Where appropriate, 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. unexplained marks, bruises, soreness etc, they will immediately report concerns to the Designated Safeguarding Lead (Mrs Barker). A clear recording of the concern will be completed on CPoms or on a pink form and any referral will be made in accordance with inter-agency procedures. Parents will be asked for their consent or informed that a referral is necessary prior to it being made, unless it is considered that to do so will place the child at risk of harm.

If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the Early Years Co-ordinator or Headteacher. The matter will be investigated at an appropriate level (usually Early Years Co-ordinator or Headteacher) and outcomes recorded. Parents will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until any issues are resolved, so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against an adult working at the school, this will be investigated by the Headteacher (or by the Chair of Governors if the concern is about the Headteacher) in accordance with the agreed procedures. This too will be the procedure used should any adult report a concern about the conduct of a colleague at the school or about any improper practice.

Medical Procedures, Special Needs or Disabilities:

For any child beyond nursery age who has regular requirements of an intimate nature, there should be agreements between the school and those with parental responsibility, detailing plans for these to be met. These care plans should be documented and easily understood. The necessity for such requirements should be reviewed regularly. Wherever, possible the child's views must also be actively sought if possible and, in particular, any discomfort with the arrangements addressed. Children with disabilities may require assistance with invasive or non-invasive medical procedures, such as the administration of rectal medication or colostomy bags. These procedures will be discussed with parents/carers, documented in the IEP or Care Plan and will only be carried out by staff who have been trained to do so.

Monitoring and Review:

It is the responsibility of the staff team, and in particular the early years' staff, to follow this policy. The Senior Management Team will carry out monitoring on the early years as part of the whole school monitoring system. The Governors will oversee this policy as part of the safeguarding practice of the school. The policy will be reviewed each academic year and will evolve to incorporate the views of all staff concerned.

Next Review: September 2023