

Horton St Michael's CE (VC) First School

Policy for Intimate Care

Introduction

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. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

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 and carers to provide continuity of care to children wherever possible.

Horton St Michael's is committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. Horton St Michael's recognise that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes pain or distress.

Best practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in early years setting must have a CRB check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers need to be present when a child is toileted. Where possible each child will be catered for by one adult unless there is sound reason for having more adults present. If this is the case the reasons will be clearly documented.

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. Staff tending to the child will let other staff members know that this is happening. This will ensure, as far as

possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against care being given out by a succession of completely different staff.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded (where appropriate) on the child's care plan/ The needs and wishes of the child and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Children wearing nappies

Parents will be asked to sign an agreement form regarding the changing of nappies. All staff working in the EYFS classroom will be responsible for changing children and this will be done discreetly in the designated area within the toilets.

We will use a notebook to record who changes the child, how often this task is carried out and the time the task was carried out. Staff responsible for changing the child will let other staff members know that this is occurring.

Equipment Provision

Parents have a role to play when their child is still wearing nappies. The parent will provide nappies, disposable bags, wipes and a change of clothes and parents will be made aware of this responsibility. School is responsible for providing a changing mat, gloves, plastic aprons, a bin and liners to dispose of any waste.

Health and Safety

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposable bag which can be sealed. This bag should then be placed in a bin (complete with liner) which is 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 as this waste is not classified as clinical waste. Staff should be aware of the school's Health and Safety policy.

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Parental Agreement Form

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This 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 parent/carers to provide continuity of care to children wherever possible.

Horton St Michael's is committed to ensuring all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Horton St Michael's recognises that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

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.

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.

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 providing care.

A notebook will be used to document who changes a child, how often this task is carried out and the time the care took place.

Parents have a role to play when their child is still wearing nappies. The parent will provide nappies, disposable bags, wipes and a change of clothes and parents will be made aware of this responsibility. School is responsible for providing a changing mat, gloves, plastic aprons, a bin and liners to dispose of any waste.

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposable bag which can be sealed. This bag should then be placed in a bin (complete with liner) which is designated for the disposal of such waste.

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Parental Agreement Form

I agree to support the intimate care policy and practice of Horton St Michael's CE (VC) First School.

Signature of parent/carer.....

Print name.....

Date.....

Signature of school representative.....

Print name.....

Position.....

Date.....

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