Intimate Care Policy

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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 care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedureonly a person suitably trained and assessed as competent should undertake the procedure.

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 wherever possible.

Hunter's Bar Infant 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. The school 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.

Approach to Best Practice
The management of all children with Intimate Care needs will be carefully planned. The child who requires Intimate Care is treatedwith respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide Intimate Care are trained to do so (including Child Protection and Health and Safety training in lifting and movingif appropriate) 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 asrequired. Staff will be supported to adapt their practice in relation tothe needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the Intimate Care of children will not usually be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.

The child will be supported to achieve the highest level of autonomythat 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 thechild.

Each child's right to privacy will be respected. Careful considerationwill 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.

Wherever possible the same child will not be cared for by the sameadult 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.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boyswhere no male staff are available. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needsand wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

If a member of staff has any concerns about physical changes in achild's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to the appropriate designated person for children protection.

If a child becomes distressed or unhappy about being cared for by aparticular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliestopportunity as part of this process in order to reach a resolution.
Staffing schedules will be altered until the issue(s) are resolved sothat the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Health and Safety
Health and Safety advice for the school can be found in the Healthand Safety Policy, available in the School Office and given to all members of staff who work with our children.
Further guidance can be found in the Safeguarding Information given to all staff.

Additional Guidance
Schools often ask how they can ensure that an individual child's needs are met whilst having regard to the needs of all the other children within the school. There are a number of issues to considerwhen responding to an individual child's needs. The following advice/strategies are some suggestions as possible ways to activelypromote inclusion and the welfare of pupils.

Children Wearing Nappies
Staff may have concerns regarding Child Protection issues when they are asked by parents to admit a child who is still wearing nappies and can refer their concerns and questions to the designated person for child protection. The following guidance mayalso be helpful:-

Child Protection need not present an issue. It is our practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to beaware of all the issues surrounding this task from the outset.

Changing Facilities
The disabled toilet will be used to change a child. Children who have long-term incontinence will require specially adapted facilities.

Equipment Provision
Parents should provide nappies, disposable bags and wipes, and parents should be made aware of this responsibility. School is responsible for providing gloves, plastic aprons, a bin and liners todispose of any waste.

Health and Safety
Staff should always wear an apron and gloves 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 clinicalwaste. Staff should be aware of the school's Health and Safety policy.

Special Needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities thatmay arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the school should be easily understood and recorded.

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those with communication difficulties) in regular reviews of these arrangements.

Particular care must be taken in instances which involve the samepupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care andreassurance they should seek further advice, from their line manager or other appropriate person.

Physical Contact

All staff engaged in the care and education of children and youngpeople need to exercise caution in the use of physical contact.
The expectation is that staff will work in 'limited touch' cultures andthat when physical contact is made with pupils this will be in
response to the pupil's needs at the time, will be of limited durationand will be appropriate given their age, stage of development and background.

Staff should be aware that even well intentioned physical contactmight be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always beprepared to justify actions and accept that all physical contact beopen to scrutiny.

Physical contact which is repeated with an individual child or youngperson is likely to raise questions unless the justification for this is formally agreed by the child, the organisation and those with parental responsibility.

Children with special needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted where appropriate to the individual requirements of each child. The arrangements must be understood and agreed by all

concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Wherever possible, consultation withcolleagues should take place where any deviation from the arrangements is anticipated. Any deviation and the justification forit should be documented and reported.

Extra caution may be required where a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to staff vulnerable to allegations of abuse. Additionally, many such children are extremelyneedy and seek out inappropriate physical contact. In such circumstances staff should deter the child without causing them a negative experience. Ensuring that a witness is present will help to protect staff from such allegations.

Restraint
There may be occasions where it is necessary for staff to restrain children physically to prevent them from inflicting damage on eitherthemselves, others or property. In such cases only the minimum force necessary should be used for the minimum length of time required for the child to regain self-control.

In all cases of restraint the incident must be documented and reported.
Staff must be aware of the school's Positive HandlingPolicy.

Under no circumstances would it be permissible to use physical force as a form of punishment, to modify behaviour, or to make a pupil comply with an instruction. Physical force of this nature can,and is likely to, constitute a criminal offence.

Pupils in Distress
There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as caring parent would give. Staff must remain self-aware at all times to ensure thattheir contact is not threatening or intrusive and not subject to misinterpretation.

Judgement will need to take account of the circumstances of a pupil's distress, their age, the extent and cause of the distress. Unless the child needs an immediate response, staff should considerwhether they are the most appropriate person to respond. It may be more suitable to involve the child's relative or another member of staff.

First Aid and Intimate Care
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.

Regular requirements of an intimate nature should be planned for. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. 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.

Physical Education and other skills coaching
Some staff are likely to come into physical contact with pupils fromtime to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment.
Staff should be aware of the limits within which such contact shouldproperly take place and of the possibility of misinterpretation.
Where it is anticipated that a pupil might be prone to misinterpretany such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in thedemonstration.

Changing Clothes
Young people are entitled to respect and privacy when changing clothes. Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress,another adult is present.

Out of School Trips, Clubs etc.
Employees and other adults should take particular care when supervising pupils in the less formal atmosphere of a residential setting, after-school activity or extra curricular activity. Although more informal relationships in such circumstances tend to be usual,the standard of behaviour expected of staff and other adults working with the children will be no different from the behaviour expected within school.

All adults involved in such activities should be familiar with theschool's policy and all DfE Guidance regarding out of school activities.

To ensure pupils safety, increased vigilance may be required when monitoring their behaviour on field trips, holidays etc. It is important to exercise caution so that a pupil is not compromised

and the member of staff does not attract allegations of overlyintrusive or abusive behaviour.

Meetings with pupils away from the school premises where a chaperone will not be present are not permitted unless specific approval is obtained from the head teacher or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a child.

Photography, videos and similar creative arts
Staff should be aware of the potential for such mediums of teachingto be used for the wrong purposes. Any concerns should be reported to the Head Teacher, of if necessary refer to the Whistle Blowing Policy.

Our school obtains consent for photographs to be taken and published from the parents when the child starts school. It is theresponsibility of the parents to inform the school if there are anychanges.

ANNUAL REVIEW PERIOD
Agreed by the Governing Body:Shared with Staff:

Review date:

Appendix 1

Name of Child	
Summary of Toileting Needs	
Summary of any medical information shared *Preferably written documentation from professionals involved in the child's care e.g. GP or Health Visitor*	
Where changing will take place	
What items will be used e.g. wet wipes and who will provide these? *Usually the parent/carer*	
Any specific needs relating to the child	
Special arrangements for trips/outings	
Agreed target for this Care Plan	
How often will the plan be reviewed? *Usually this will be every half term*	
Date of Review	
Summary of discussion at the review and any actions agreed	

Intimate Care Plan Agreements

The Parent/Carer:

- If wearing nappies, I agree to ensure that the child is changed at the latest possible time before being brought to school in the morning.
- I will provide the school with wet wipes and any other changing items required.
- I will provide the school with spare underwear and clothes.
- I will return any items provided by the school in an emergency e.g. spare skirt. Items will be washed before being returned.
- I understand and agree the procedures that will be followed when my child is changed at school.
- I agree to inform the school of any significant changes affecting my child.
- I agree to review these arrangements every half term.
- I agree that, should my child soil themselves during a school day and need to be showered or bathed, they will be collected.

Signed: …… (Parent/Carer)
Date: ……

The School:

- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements every half term.

Signed: …… (Member of Staff on behalf of the School)

Date: ……

Personal Care Procedures

The staff at Hunter's Bar Infant School will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products provided by the parent/carer and adhere to health and safety procedures.
- Inform parent/carer that a continence issue has arisen during the session and ask for the child to be collected if:
    1. The child needs to be showered/bathed
    2. The child has soiled themselves during the school day and needs to be showered/bathed.
- Contact a parent/carer only where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Ensure that privacy and dignity are maintained during the time taken to change the child.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident, including visors if required.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Paper towels available for drying hands.