



Intimate Care Policy

Mission statement:

“Enjoy, learn, achieve”

Dawson Road
Handsworth
Birmingham, B21 9HB
Tel: 0121 464 4669
Fax: 0121 464 0508
E-mail:
enquiry@grove.bham.sch.uk

Headteacher: Mrs P Matty

Intimate Care Policy

Aims

At Grove Primary School we aim to meet the needs of all our children and promote their welfare, making reasonable adjustments in line with the Equalities Act 2010. We recognise and assist children with intimate care, where needed. It is our intention to develop independence in each child, however, there will be occasions when help is required, whether on an occasional basis or as a regular activity. Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our pastoral care. The principles and procedures apply to everyone involved in the intimate care of children. Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. We aim to reassure and protect the interests of staff working in an intimate care capacity.

What is intimate care?

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- Feeding;
- Washing;
- Changing clothes;
- Toileting;
- First aid and medical assistance; and
- Supervision of a child involved in intimate self-care.

Due to the developmental stages of the children that we work with, we support them with their personal care, e.g. reminding the children to go to the toilet, promoting personal hygiene and developing independence.

Parents

During the EYFS induction parents are informed of this policy and sign to agree that Grove staff can change their child, adhering to the intimate care policy, in case of an occasional accident.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child so that we can assess the child's needs and cater for them accordingly.

From time to time some children will have accidents and need to be attended to. Parents are asked to supply a bag of labelled, clean clothes to be hung on their child's peg. These are taken into the toilet facilities prior to changing. However a supply of spare clothing is available if necessary and parents are asked to return this as soon as possible. If a child has needed help with meeting intimate care needs (had an accident). This is treated as confidential and shared with the parents in person at the end of the day.

If a child requires regular assistance with intimate care, parents will be invited to meet with the class teacher where they can discuss their child's needs and the support required. A management plan will be outlined and verbally agreed before being drawn up formally by the year group leader and class teacher.

Parents will be given the opportunity to review the plan and to sign it once they are happy with it. Parents will be invited to talk to staff on an informal basis regularly and will be invited to a review meeting annually where the management plan will be updated.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has the right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Implementation

All staff are knowledgeable about intimate care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). All staff have current DBS certificates. They follow the child's care plan, where appropriate, and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

Procedures

All practitioners are responsible for meeting the needs of the children in their care. The designated practitioner who provides the care (in most cases: the child's key person) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development. Only use designated areas and always follow school procedures ensuring another member of staff is present.

For children who are wet:

The nursery toilet area is used to attend to a child's needs and every effort is made to ensure privacy and modesty. The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene. If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs. Under no circumstances should a member of staff change a child without another member of staff present. Record intimate care on 'intimate care record sheet'. This needs to be double signed by both members of staff who were present. Parents will be confidentially informed by the child's class teacher at the end of the school day and given a letter as a record.

For children who have soiled:

The nursery toilet is to be used. Gloves are put on before changing and area is prepared (disposable aprons are available should the members of staff wish to wear one). Children are assisted in changing from their soiled clothes and washing, as appropriate. Soiled clothes are bagged for the parent to take home. Under no circumstances should a member of staff change a child without another member of staff present. Record intimate care on 'intimate care record sheet'. This needs to be double signed by both members of staff who were present.

All wipes are to be placed in a nappy bag and put in the hygiene bin provided. Disposable gloves and aprons need to be disposed of in the hygiene bin. Wash hands with soap after changing. Under no circumstances should a member of staff change a child without another member of staff present. Record intimate care on 'intimate care record sheet'. This needs to be double signed by both members of staff who were present. All staff are responsible for ensuring a supply of gloves, wipes and aprons are available.

Parents will be telephoned to inform them of the incident and if appropriate given the choice to take their child home to wash. Parents will be given a letter at the end of the school day as a record.

ALL INTIMATE CARE GIVEN MUST BE RECORDED ON THE INTIMATE CARE RECORD SHEET AND DOUBLE SIGNED (IN DESIGNATED AREA) – PARENTS MUST BE INFORMED AT THE END OF THE DAY.

Under no circumstances should cameras, mobile phones or any other type of recording equipment be taken into the toileting area.

Roles and Responsibilities

The Senior Leadership Team and Governors:

Should be aware of the duties to comply with the Equalities Act and should pass this awareness on to all staff.

The Senior Leadership Team:

Needs to ensure all staff are aware of the school's child protection policy.

Will allocate one or two specifically named staff to take the lead role in assisting a child with specific medical needs with additional toileting needs. In the event that this person is not available all members of staff are able to change the child.

Will liaise with the Physical Difficulties Support Service, relevant medical service and parents to ensure appropriate provision is made for children on a management plan.

Staff

To ensure procedures are followed.

Settings have a 'duty of care' towards children's personal needs.

If a member of staff has concerns about a colleague's intimate care practice he/she must report this to a member of the Senior Leadership Team.

Appendix 1:

Intimate care record sheet

Date	
Pupils name	
Staff 1: name	
Signature	
Staff 2: name	
Signature	
Notes:	

Date	
Pupils name	
Staff 1: name	
Signature	
Staff 2: name	
Signature	
Notes:	

Appendix 2:

Toilet changing consent form

Child's Name: _____

Date of Birth: ____/____/____

I _____ (name of parent), give permission for Grove school staff to support my child in changing themselves after a toileting incident. Staff will inform me via letter at the end of the school day in the event of a toileting incident.

I understand that in some circumstances I may be called to support my child in changing for example if my child soils themselves.

Grove school staff can contact me, the other parent or legal guardian at one of the below telephone numbers.

Parent or Legal Guardian's

Name _____

Telephone Numbers _____ (day)

Telephone Numbers _____ (mobile)

Date _____