Camp School
Intimate Care Policy

Approved by Governing Body: July 2024 Next review: July 2027

This policy should be read in conjunction with:

- Child protection policy
- Health and safety policies and procedures
- HCC moving and handling awareness and training pack
- Special Educational Needs policy
- Hertfordshire continence guidance for Early Years settings
- Hertfordshire information on supporting children in nappies

Introduction

At Camp Primary and Nursery School we aim to meet the needs of all our children, to safeguard them and promote their welfare. Meeting a pupil's intimate care needs is one aspect of this.

Definition of intimate care

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 stage of development, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes supervision of children involved in intimate self-care.

Key Principles

We recognise our duties and responsibilities in relation to the Disability Discrimination Act (DDA) which requires that any child with a physical, sensory or mental impairment that has an adverse effect on their ability to carry out normal day-to-day activities, must not be discriminated against.

When undertaking intimate care responsibilities, all staff will:

- do so in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.
- treat all pupils with dignity, respect and sensitivity whatever their age, gender, disability, religion or ethnicity. No child should be dealt with in a way that causes distress or pain.
- work in partnership with parents and carers to share information and provide consistency and continuity of care.
- ensure that the child is supported to achieve the highest level of autonomy possible given their age and abilities. Staff will encourage the child to do as much for him/herself as possible.

Best practice

- Staff who provide intimate care will follow any relevant advice or training offered by external agencies regarding individual need. They will also receive training in Child Protection, Health and Safety and Moving and Handling (this can be provided by the appropriate LA officers/advisers; and will be fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate.

- 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.

- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure. No child will ever be forced to comply with toileting or changing. If a child is distressed or refuses being changed/ assisted this will be respected and staff will liaise with parents/carers.

- Children who require regular assistance with intimate care have written care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.

- A Personal Care Plan will identify:
- Who is responsible for dealing with the intimate care needs
- Where it will take place
- What resources will be used (e.g. cleansing agents or cream to be applied)
- How the nappy or soiled items will be disposed of/ managed
- What infection control measures in place
- How the intimate care is managed
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries on the child.

- Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g.: has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person, by telephone or by sealed letter, not through the home/school diary.

- This Intimate Care Policy will be shared on the school website and signposted to Nursery parents. Where possible children will be out of nappies by the time they begin Nursery.

- For Nursery children who require changing, parents must sign a simple agreement form (appendix 2) 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 be aware of all the issues surrounding this task

- The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

- Every 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 needs help with intimate care. Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level.

- It is not always practical for two members of staff to assist with an intimate procedure and also this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.

- Wherever possible 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, while at the same time guarding against the care being carried out by a succession of completely different carers.

- Wherever possible staff should care for a child of the same gender. However, in some circumstances this principle may need to be waived; for example, female staff supporting boys in a primary school where no male staff are available.

- The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

- All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

- If necessary, advice should be taken from the local council regarding disposal of large amounts of waste products.

Child Protection

- We recognise that children with special needs and disabilities are particularly vulnerable to all types of abuse.

- The school's child protection policy and inter-agency child protection procedures will be accessible to staff and adhered to.

- From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It is unrealistic to expect to eliminate these risks completely, but they can be minimised by the staff at Camp School following 'Best Practise' as laid out by this policy and all adults will be encouraged 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 child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Headteacher. The matter will be investigated at an appropriate level (usually the Headteacher) and outcomes recorded. Parents/carers will

be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

Medical Procedures

- Children with disabilities might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the care plan and will only be carried out by staff who have been trained to do so.

Massage

- Massage is now commonly used with children who have complex needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation. Staff at Camp may be involved in delivering aspects of programmes devised by therapists.

- It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands, feet and face in order to safeguard the interest of both adults and children.

Health and Safety

- Staff should always wear a fresh pair of gloves when changing a soiled nappy.

- Nappies must be changed in the designated area away from play facilities and away from any area where food or drink may be prepared or consumed.

- When possible if a child is older than nursery age change the child standing up. If this is not possible there is a changing mat staff can use in the nursery.

- The changing mat must be wiped with an anti bacterial wipe after use and put away.

- Soiled nappies should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner) that is specifically designated for the disposal of such waste. Staff should be aware of the school's Health and Safety Policy. If a substantial number of used nappies need disposal, the Trust will seek advice on the appropriate disposal procedure.

- Children's skin should be cleaned with disposable wipes.

- Hand washing facilities for staff (hand wash basin, soap and paper towels) must be available in close proximity to the nappy changing room.

- Schools will support families to contact the Family Centres or the Health Visitor Team if further advice is required with toilet training.

Appendix 1: Personal care plan

Personal Care Plan

For ……

This care plan sets out the arrangements for managing the personal care needs of the child named above. This is an agreement between home and school about the way in which his/her personal care needs can be met safely and sensitively and is written in accordance with Hertfordshire's CSF guidance.

Identified needs:

Parents/ carers will:

- Change their child's nappy at the latest possible time before being brought to school.
- Provide spare nappies, creams, wipes and a change of clothing.
- Advise staff of procedures to be followed when their child is changed at school e.g. use of creams etc.
- Inform staff of any marks or rashes that their child has.
- Will not expect the staff to change their child's nappy more frequently than if he/she was at home.
- Review arrangements for changing their child's nappy as necessary.

The school will:

- Change the child's nappy when it becomes soiled or uncomfortably wet.
- Change the child's nappy in a suitable place that respects privacy and dignity.
- Report to parents/carers if any marks or rashes are seen and if the child becomes distressed when changed.
- Have 2 or 3 designated staff who are to change the child.

Agreements made between home and school:
Names of designated staff ……..……
Changes will take place in ……
Resources to be used (e.g. creams/wipes)……
Frequency of changes needed ……
If the child is unduly distressed or refuses to be changed we will ……
Other agreements made between home and school:

Health and safety:

- Staff will wear disposable gloves and aprons when changing a child's nappy.
- Soiled nappies to be double wrapped, or placed in a hygienic disposal unit.
- Changing area to be cleaned after use.
- Hot water and liquid soap will be available for hand washing when task is complete.
- Paper towels or hot air dryer to be available for drying hands.

We have read, and agree to work in partnership in line with, this care plan.

…… …….. ……..
(Parent/carer) (Class teacher) (SENCo)

Appendix 2

Children in Nursery Consent Form

I give permission for the school to change my child's nappy/pull up in accordance with the intimate care policy.

Child's name:
Class:
Name of Teacher:

Parent responsibility:
- I agree to provide nappies, disposal bags, wipes, a change of clothes and a bag for soiled clothes.
- I agree to make sure that my child is changed at the latest possible time before being brought into school.
- I understand and agree to the procedures that will be followed when my child is changed at school.
- I agree to inform the school if my child has any marks/rashes.
- I agree to review arrangements should this be necessary.

School responsibility:
- The school agrees to change the child should the child soil him/herself or become uncomfortably wet.
- The school agrees to provide gloves, a bin and liners to dispose of any waste.
- The school agrees to report to the parent if the child is distressed, or if marks/rashes are seen.
- The school will liaise with the family to ensure adequate resources are in school.
- The school agrees to review the arrangements should this be necessary.

Parent:

Date:

Class Teacher:

Date: