

Stockton-on-Tees Borough Council

# Thornaby CE Primary School



## Intimate Care Policy

**Mission Statement:**

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

*With God's help we work together to enrich learning, enhance life, to build a future of hope for everyone.*

## **Aim**

At Thornaby Church of England Primary School we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care can be defined as any activity required to meet the personal care needs of each individual child. It may involve washing, touching or carrying out a procedure to intimate personal areas.

This may include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Catheter and stoma care
- 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: reminding the children to go to the toilet, hygiene etc to develop their independence. As outlined in the foundation stage curriculum, we are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

## **Changing Pull-ups/Toilet Accidents**

On some occasions, children come to our setting in pull-ups. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. Staff should collect an appropriate change of clothes to take into the toilet facilities prior to changing the child.

If a child has 'had an accident' this is treated as confidential and shared with the parents in person at the end of the day.

When a change of clothes has been used parents are asked to wash and return them to school as soon as possible.

## **Managing of Intimate Care Support in School.**

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). They follow the child's care plan (where applicable) and they undertake their duties in a

professional manner at all times. They are fully aware of best practice including hygiene.

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 at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain.

Teaching Assistants have been given working conditions at level 2 which means that there is some exposure to disagreeable, unpleasant environmental working conditions i.e. toileting as an inherent part of the job role.

Under normal circumstances, it would be expected that this job be carried out by TAs and not by teachers - although in extreme urgent cases no adult looking after a child should refuse to change them.

## **Safeguarding and Welfare Requirements**

There is no legal requirement that a second member of staff must be available to supervise the intimate care process. Criminal Record Bureau /Disclosure and Barring Service (**CRB/DBS**) are rigorous and are carried out to ensure the safety of children with staff employed in schools. Schools have a duty to ensure staff are not employed without a **CRB/DBS**

Section 24 (Intimate Care) in the Government guidance for "Safer Working Practice for staff working directly with Children and Vulnerable Adults" (March 2009) states that when assistance is required with toileting:

**Best Practice guidance would be** 'staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken'.

**Students, work experience students, parents and volunteers in school should never be involved in intimate care issues.**

## **Intimate care / Personal Care Plan**

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis.

## **Practice**

For children with an intimate/personal care plan the named practitioner who provides the majority of the care forms a strong, trusting relationship with the child. They ensure that whenever intimate care is required it is a positive experience and 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.

The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.

Where possible children or young people should be changed standing up. Less mobile children or young people, or children in the foundation stage, may prefer to be changed on a suitable changing mat on the floor whilst still ensuring the dignity of the child.

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.

## **Partnership Working**

### **Parents**

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together.

### **Working with outside agencies**

We work closely with outside agencies and utilize their knowledge and expertise where necessary.

## **Changing a nappy/pull-up**

We have in place good hygiene practices when disposing of waste to stop infection.

We follow stringent nappy/pull-up changing procedures to ensure the safe disposal of waste.

- The adult changing the child should wash their hands thoroughly before assisting the child. Disposable gloves must be worn by the adult every time a child is changed.
- Whilst changing, children's skin is cleaned with a disposable wipe/creams if needed.
- Nappies and 'pull ups', gloves, and wipes are disposed of hygienically and safely by double bagging and placing in a special bin.
- This bin is emptied at the end of the day

It is not acceptable to leave any child soiled for any length of time. It is considered a safeguarding issue since it places the child at risk of significant harm.

## **Recording**

When help of an intimate nature has been given to children it must be recorded in the 'Intimate Care Log' (To be found in DHT room and EY unit.)