

St Mary's Bryanston Square Primary School



Intimate Care Policy – 2020-21
“Excellence with Compassion”

St Mary's Bryanston Square is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Examples include support with dressing and undressing (underwear), changing, helping someone use the toilet or washing intimate parts of the body.

It is generally expected that most children will be toilet trained before they begin at school or nursery. It is however inevitable, that from time to time, some children will have accidents and need to be attended to. Pupils who have a disability may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times.

The school undertakes to attempt to support any training programme requested by a child's GP and/or the school doctor or parent.

In Nursery (where education is not statutory) the parents of pupils who regularly soil themselves may be asked to keep their child at home until they are toilet trained.

EYFS have access to a bathroom area with a toilet and hand basin, with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, one member of the FS staff (teacher or support staff) will help the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill, the office will telephone the parent/carer. In the event a child is reluctant or refuses the help required, the parent/carer will be contacted.

Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the child and then check the child regularly and to ensure that he/she is clean.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

Permission is sought as children enter Early Years Foundation Stage (EYFS) for staff in the EYFS to follow our intimate care procedures. Where a child has continuing incontinence problems i.e. past EYFS, parents are expected to continue to provide a complete set of spare clothes and if possible 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes.

All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Foundation Stage Procedures.

To safeguard staff from any allegations of improper conduct, the adult will inform another member of staff when changing, and where possible will encourage the child to take responsibility for changing, acting in a supporting role. Where possible children will be changed with more than one adult present, or in a space which has access by other approved adults.

- The door to the toilet area will be open at all times.
- Adults will wear disposable gloves and *aprons* at all times
- If necessary, the child will be guided to undress themselves. Where help is needed, the adult will be able to help undress the child (jumpers, unbuttoning shirts) and will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?" Adults will instruct children to wipe themselves with wet wipes and/or toilet paper. The adult will be able to help the child clean the parts they normally do (hands, face). If a child refuses offers for help, then the parents will be called.
- Soiled clothing will be wrapped in plastic bags provided and placed on the child's peg.
- (Parents will be asked to leave plastic bags with spare clothing).
- Children will be dressed in clean clothing, either or those given by the school if none is available.
- Where help is needed, staff will first ask the child's permission before helping them dress.
- Other soiled materials e.g. gloves, newspaper, will be double wrapped in plastic bags and disposed of in an outside bin.
- Both the child and adult will wash and dry their hands afterwards using antibacterial liquid soap
- The changing area will be cleaned afterwards using disinfectant.
- The privacy and dignity of the child will be respected and maintained at all times.

- Parents/carers will be informed immediately by telephone if the child has soiled themselves, especially in situations of diarrhoea. Otherwise, parents/carers will be informed verbally at the end of the session.
- Parents may also be contacted if it is felt their presence may in the best interest of the child.
- SLT can be called if there are not enough staff available to deal with any issues

Our approach to intimate care needs over and above accidents.

- The management of all children with intimate care needs will be carefully planned
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist / Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any pupil requiring regular intimate care.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. For the sake of discretion and the child's emotional well-being, usually, one pupil will be cared for by one adult, unless there is a sound reason for having more adults present. The agreed procedures will be discussed and agreed with the child's parents.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.

Safeguarding/Child Protection

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures outlined in the school's safeguarding policy.