



# Appleton Academy Intimate Care Policy



Approved By	Approval Date	Next Review Date
Appleton Academy LGB	January 2018	2020/21 – Term 2
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## Definition:

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 such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only 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/young people wherever possible.

## Aims

- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To recognise 'intimate care' includes attending to toilet accidents/medical conditions causing soiling/menstruation soiling/supervising toileting habits
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure children feel safe and secure.
- To ensure children are respected and valued as individuals.
- To ensure intimate care procedures minimise any risks associated with intimate care.
- To adhere to the Appleton Academy Child Protection procedures.
- To ensure the procedures are non-discriminatory and that parents of children with disabilities are not asked to do more than their peers who do not have children with disabilities.

This intimate care policy should be read in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Health and Safety policy and procedures
- Policy for the administration of medicines
- Special Educational Needs policy
- Procedures and policy on use of force and restraint

## 1.0 Best Practice

1.1 The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

1.2 Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training as needed for specific pupils with statements/disabilities) 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 as required. 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. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved. Exceptions may be made for pupils with learning disabilities with parental consent/agreement.

1.3 The child will be supported to achieve the highest level of autonomy that 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 the child.

1.4 Each 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 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.

- I.5 Wherever possible the same child will not be cared for by the same adult 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.
- I.6 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's 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.

## 2.0 The Protection of Children

- 2.2 Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.
- 2.2 All children will be taught personal safety skills carefully matched to their level of development and understanding.
- 2.3 If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc s/he will immediately report concerns to the appropriate manager/designated person for child protection.
- 2.4 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into 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.
- 2.4 If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Inter-Agency Child Protection Procedures for details).

## 3.0 Monitoring, Evaluation and Review

The Local Advisory Board will review this policy at least every two years and assess its implementation and effectiveness. First Aid procedures will also be reviewed in the event of a major accident or incident or as part of an investigation into parental/carer concerns. The policy will be promoted and implemented throughout the academy

## Appendix I

### Additional Guidance

#### 1.0 Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

#### 2.0 Children's changing needs

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents (including those who have children in the Nursery ) must sign a permission form so that the staff can clean and change their child in the event of the child soiling themselves (Appendix 2). A letter will be sent home to parents in the event of a child needing changing. (Appendix 3)

If a parent does not give consent, the Academy will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the Academy seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child
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Parents of children with regular soiling/wetting will be encouraged to leave a change of clothes in school for the use of their child.

#### Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

#### Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable

- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

### Safeguards for children

Only staff employed by Appleton Academy will carry out intimate care procedures; it is not appropriate for volunteers and students to do so.

### 3.0 Changing Facilities

The medical room will be used for changing children who have long-term incontinence as specially adapted facilities are required. The dignity and privacy of the child should be of paramount concern. Staff will be trained in safe lifting procedures and the use of equipment required such as a hoist.

### 4.0 Equipment Provision

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes; changing mat etc. and parent should be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin, non-allergic wet wipes, and liners to dispose of any waste.

### 5.0 Health and Safety

Staff should wear a plastic apron and gloves when dealing with a child who is bleeding or soiled or 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 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 clinical waste. Staff should be made aware of the school's Health and Safety Policy.

### 6.0 Special Needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual learner passports 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 (Appendix 4). An intimate care record (Appendix 5 ) will be used to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task.

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 who can't) in regular reviews of these arrangements.

### 7.0 Providing comfort or support

Children may seek physical comfort from staff (particularly younger children). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Appendix 2

**Permission form for the Provision of Care**

(To be filled out before starting Early Years)

If a child wets or soils themselves while they are in nursery or reception it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the Academy can contact you or your emergency contact who will be asked to attend without delay.

Appleton Academy has an Intimate Care Policy which is available to view on our website ([www.appletonacademy.co.uk](http://www.appletonacademy.co.uk)), or ask for a copy from the office.

Please fill out the permission slip below stating your preference.

Yours sincerely

Ms H Jones

Executive Headteacher

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Name of Child.....Class.....

**Please delete as appropriate**

\*I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves while in the care of Appleton Academy.

\*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The Academy will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....

Appendix 3

Date

Dear

**Re: Informing parents of an intimate care issue for**

This is a courtesy letter to inform you that your child had a toileting accident today at Appleton Academy. The matter was dealt with swiftly and sensitively by \_\_\_\_\_ in accordance with our Intimate Care Policy.

We have returned the clothing for washing. Please wash and return any items borrowed from the school at your earliest convenience. If you wish to discuss the matter further please contact your child's class teacher.

Yours sincerely

Appendix 4 - Permission form

**Permission for Appleton Academy to provide intimate care**

Child's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....

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I/We give permission for Appleton Academy to provide intimate care to my/our child.

I/We will advise the Academy of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....




