

Surrey Hills All Saints Primary School



Intimate Care Policy

SHAS is committed to safeguarding and promoting the well-being of all our children, and expects our staff and volunteers to share this commitment.

Nominated Lead Member of Staff	Mrs Garrick, Assistant Headteacher
Policy Adopted by:	LGC
Status and Review Cycle:	Every 2 years
Next Review	December 2021

Policy to be adopted at the next LGC Meeting.

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. We do not discriminate against children who have not reached the stage where they can manage their own personal hygiene. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

Introduction

The issue of intimate care is a sensitive one and requires 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 will always 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 and Objectives

Surrey Hills All Saints 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. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

The policy meets the requirements of the EYFS, special educational needs and Disability Act (2001), the Disability Discrimination Act (1995) and Equality Act (2010).

Our Approach to Best Practice

All parents of children entering early years will be asked to complete a permission form for the provision of care.

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.

Any child with intimate care needs 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 s/he 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. Appendix A.

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.

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.

Ideally, staff should only care intimately for an individual of the same sex. However, at Surrey Hills All Saints School this principle may be waived due to the lack of male staff and where failure to provide appropriate care would result in negligence.

Intimate care arrangements will be discussed with parents 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.

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc) they will immediately report concerns as per school procedures.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

Health & Safety Guidance

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

Special Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact.

Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with pupils it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

Extra caution may be needed where a child has previously suffered abuse or neglect. This may lead to staff being vulnerable to allegations of abuse. Many such children are needy and seek out inappropriate physical contact. In such circumstances staff should deter the child, seek witnesses and document and report the incident.

COVID19 UPDATE - Intimate Care and PPE use

Appendix 1: Changing procedures for children (soiled underwear) during the Covid-19 crisis:

- Where possible soiled underwear changing is overseen by a member of the EYFS team in the designated toilet area. The member of staff will stand by the toilet door in sight of other staff members.
- The staff member will wear gloves to support the child in placing the soiled items into a separate double bag that will be sent home.
- The staff member will talk the child through changing themselves and provide them with the necessary change of clothes.
- All cleaning wipes are to be placed in double nappy sacks for disposal.
- In the event that a child needs further support with changing items of clothing that require close contact a mask and eye protection is to be worn.
- Any soiled clothes to be sent home in separate double bag.
- Nappy sacks are to be securely tied and placed in the appropriate bin for disposal.
- Both the staff member and the child must wash their hands before returning to class.
- Return child to their area and ensure they are settled.

Reviewed: 2nd September 2020

Approved by Governors:

Appendix B: Letter to Parents/Carers

Dear Parent/Carer,

Intimate Care Policy

The pastoral care of our children is central to the aims, ethos and curriculum at Surrey Hills All Saints Primary School. Very occasionally, young children may not reach the toilet in time. In these circumstances, staff will do their best to support the child to clean and change themselves. It is our intention to develop independence in each child, however there will be occasions when help is required. This care will be carried out in line with our intimate care policy which can be found on our school website. This policy is part of our collective pastoral care and safeguarding policies. The principles and procedures apply to everyone involved in the intimate care of children.

'Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.' In school this may occur on a regular basis or during a one-off incident. Surrey Hills All Saints Primary 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. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress and adults and staff must be sensitive to each child's individual needs.

Intimate care is any care which involves one of the following:

- Assisting a child to change his/her clothes.
- Changing or washing a child who has soiled him / herself.
- Assisting with toileting issues.
- Supervising a child involved in intimate self-care.

If you have any questions, please contact the school office at Abinger via abinger@surreyhills.surrey.sch.uk to arrange to speak with Mrs Garrick (Deputy Designated Safeguarding Lead).

Yours sincerely

Mrs H Garrick
Assistant Headteacher

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Child's name:

I do/do not give permission for staff to clean and change my child, if necessary.

Signed:

Date: