

### **Practice and Procedure**

Where a Health 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 note/letter, not through a home/school diary.

Due to the developmental stages of the children that we work with in the EYFS, we support them with their personal care: reminding the children to go to the toilet, hygiene etc. to develop their independence. In the EYFS, all parents sign a consent form, prior to their child starting school, giving permission to a member of staff to attend to the intimate care of their child. Parents are asked to contribute spare clothes should the need arise. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents.

### **Nappy Changing**

On some occasions, children come to our setting in nappies. The procedure for changing nappies should be discussed with parents prior to their children starting school and outlined in the Health Care Plan. Children who are being toilet trained should only use a potty until they are able to sit on the toilet. A designated sink for cleaning potties (not a hand wash basin) should be sited in the area where potties are used. After use the contents of a potty should be flushed down the toilet, using household rubber gloves. The potty should be washed in hot soapy water, dried and stored inverted. The rubber gloves should be washed whilst wearing them and then wash and dry hands after taking them off.

### **Record Keeping**

Accurate records should also be kept when a child requires assistance with intimate care (including nappy changing); these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case. These records will be kept on file and available to parents/carers on request. We use a 'Record of Intimate Care' form to log all incidents where intimate care is provided. All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

### **Staff**

Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate, as well as washing hands after changing has been completed. There must be careful communication with each pupil who needs help with intimate care in line with their understanding, using their name and using their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences and to explain what they are doing. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

### **Medical Procedures (please see specific policy for more details)**

Pupils who are disabled 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 Health Care Plan and will only be carried out by staff who have been trained to do so.

### **Massage**

Massage is now commonly used with pupils who have complex needs and/or medical needs in order to develop sensory awareness, tolerance to touch and as a means of relaxation. Any adult undertaking massage for pupils must be suitably qualified and/or demonstrate an appropriate level of competence. The technique must be demonstrated then observed by a specialist teacher, written guidance given and updated regularly. Any concerns about the regime or any failure in equipment should be reported to the specialist teacher and Inclusion Leader. It is recommended that massage undertaken by school staff should be confined to parts of the body such as the hands and feet.

### **Physiotherapy**

Pupils who require physiotherapy should have this carried out by a trained physiotherapist. If it is agreed in the Health Care Plan that a member of staff should undertake part of the physiotherapy regime (e.g. assisting children with exercises), then the required technique must be demonstrated and then observed by the physiotherapist, written guidance given and updated regularly. The physiotherapist should observe the member of staff applying the technique. Any concerns about the regime or any failure in equipment should be reported to the physiotherapist and Inclusion Leader.

### Definitions

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 pupils are unable to do because of their young age, physical difficulties or other special needs. E.g. care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

# Intimate Care Policy 2018



### Fundamental principles of the policy and guidelines

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.

### Introduction

The New Wave Federation takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.

### Working in partnership with parents

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. Pupils who require regular assistance with intimate care have written health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate.

The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips. Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

### Child Protection (please also see specific policy)

The Governors and staff of The New Wave Federation recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse. The Federation's child protection procedures will be 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 pupil's body. In our Federation, best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice. Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.

Adults who assist pupils with intimate care should be employees of the school, not students, volunteers or supply staff, and therefore have the usual range of safer recruitment checks, including DBS checks. All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know. No member of staff will ever carry a mobile phone, camera or similar device whilst providing intimate care. Staff who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil.

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