



CHRIST CHURCH CE INFANT SCHOOL
INTIMATE CARE POLICY

Date last Reviewed: September 2017

Date of next review: September 2018

INTIMATE CARE AND TOILETING POLICY

Christ Church CE Infant School 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.

We are committed to ensuring that children are treated with sensitivity and respect.

What is 'Intimate care'

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.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the sexual parts of the body. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school. However, we recognise that children will join Christ Church School having reached differing levels of independence and development in toileting and self-care. Therefore it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

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.

Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

As children progress through the school, they are encouraged to use the toilet during break times.

Role of parents/carers

Parents/carers should give permission for intimate care as children enter Early Years Foundation Stage (EYFS). The permission slips are kept on record. All staff are informed of those children where no permission is given.

Where a child has continuing incontinence problems (including children beyond EYFS), parents are expected to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes.

Role of Christ Church staff

Staff have access to classroom toilets with a washbasin. The staff cloakroom may also be used to ensure greater privacy or if warm water is required. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use.

If a child soils him/herself during school time, one member of the EYFS staff (teacher, Teaching Assistant, Midday Supervisor) will help the child:

- 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
- 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 member of staff informs the office who telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

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. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

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.

Guidance for 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 and/or 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 such as the onset of puberty and menstruation
- 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. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- 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.

Child Protection

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

All members of staff carrying out intimate care procedures are CRB checked. Students should only do so under the supervision of a trained member of staff. It is not appropriate for volunteers to carry out intimate care procedures.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Disabilities

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.

Forms to support care, to be used as required

Record of other agencies involved

Child's name: _____ DOB _____

Name/role	Contact address/phone/ email
Parent / carer	
GP	
School Nurse	
Continence adviser	
Home care team (community paediatric nurse)	
Occupational therapist	
Hospital consultant	
Physical and sensory support service	
Educational Psychologist	
Case officer	
Early years and child care service adviser	
Social worker	

Personal care management checklist

To inform the written personal care management plan

Child's name:

Date of Birth:

Facilities	Discussed	Action
Suitable toilet identified? Adaptations required? <ul style="list-style-type: none"> • Changing mat/table (easy clean surface) • Grab rails • Step • Easy operate locks at suitable height • Accessible locker for supplies • Mirror at suitable height • Hot and cold water • Lever taps • Disposal unit • Moving and Handling equipment • Bleeper/emergency help 		
Child provided supplies <ul style="list-style-type: none"> • Pads • Catheters • Wipes • Spare clothes • Others (specify) School/setting provided supplies <ul style="list-style-type: none"> • Toilet rolls • Urine bottles • Bowl/bucket • Antiseptic cleanser, cloths and blue roll • Antiseptic handwash • Milton/sterilising fluid • Paper towels, soap • Disposable gloves/aprons • Yellow sacks/disposal bags 		
Staff training / communication <ul style="list-style-type: none"> ◆ Advice sought from medical personnel? Manual Handling Adviser? ◆ Parental/carer involvement in the management plan ◆ Child/young person's involvement in the management plan 		

<ul style="list-style-type: none"> ◆ Any parental/child/young person's preference for gender of carer ◆ Specific training for staff in personal care role ◆ Awareness raising for all staff ◆ PE staff Other children / pupils? ◆ Consult child/young person, respect privacy ◆ How does the child/young person communicate needs 		
<p>PE issues to enable access to all activities</p> <ul style="list-style-type: none"> ◆ Discreet clothing required? ◆ Privacy for changing? ◆ Specific advice required for swimming? ◆ Specialist nurse? ◆ Manual Handling Adviser 		
<p>Support</p> <ul style="list-style-type: none"> Identified staff Back up staff Training for back up staff Time plan for supporting Personal care need 		

Personal Care Management Plan
Developed from the personal care management checklist

Child's name:	date of birth	Condition:
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Details of assistance required:

Facilities and equipment: clarify responsibility for provision of supplies e.g. parent/school/other

Staffing	Regular:	Name:	time plan
Back up			
Training needs (individual staff must keep signed / dated records of training received in addition to school held records. A record should be completed when training has been delivered and kept as part of the care plan			

Curriculum-specific needs

Arrangement for trips / transport

Procedures for monitoring and complaints (including notification of changing needs by relevant party)

This current plan has been agreed by:			
Name:	Role:	Signature:	Date:

Date for review:

Toileting plan**Record of discussion with parents / carers**

Child's name	Date of birth	Date agreed

	Details	Action
Working Towards Independence: e.g. taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used		
Arrangements for Nappy/pad Changing: e.g. who, where, arrangements for privacy		
Level of Assistance Needed: e.g. undressing, dressing, hand washing, talking/signing to child/young person		
infection Control: e.g. wearing disposable gloves, nappy disposal		
Sharing Information: e.g. if the child/young person has a napkin rash or any marks, any family customs/cultural practice		
Resources Needed: e.g. special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

Signed; Parent: Key member of staff:	Review date:
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Agreement of Intimate Care Procedures for a Child with Complex Needs

The purpose of this agreement is to ensure that both parents/carers and professionals are in agreement with what care is given, who is providing the care and that the appropriate training is given.

Teaching of the care procedure may be carried out by the parent/carer or by the professional experienced in that procedure.

When the parent/carer and/or professional are agreed the procedure has been learned and the staff carer feels comfortable with, and competent to administer that procedure this record should be signed by the parties. One copy should be given to the staff carer, one retained in the staff carer's personnel file and one filed in the child/young person's medical health record.

Child's Name.....

Procedure.....

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Staff Carer's Name.....

Staff Carer's Signature.....Date.....

Parent/Carer and/or Professional

I have taught the above procedure to the named staff carer and have assessed him/her as able to perform the care as instructed.

Signed.....Date.....

Designation.....

Date Reviewed.....Autumn term

Date Reviewed.....Spring term

Date Reviewed.....Summer term

Permission form for intimate care

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible.

Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Christ Church Infant School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Miriam Morris
Head of School

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

Please tick as appropriate

- I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Christ Church Infant School
- I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school 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 my 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 my child.

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