

INTIMATE CARE POLICY

DATE PALM STATEMENT of INTENT

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit**:

- ✓ To build **Strong Foundations for Character Development** that:
Instil values; inspire each pupil; display best manners.
- ✓ To have **Lofty Branches of Educational Excellence** that will:
Provide a broad and varied range of experiences and learning opportunities; help each pupil progress and develop in all aspects; support their skills and talents.
- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to:
Become responsible and confident citizens; make a positive difference; commit to charitable endeavours; become effective contributors towards Britain's future.

Reviewed by	Position	Signature
Sharifa Khatun	Head Teacher	<i>S Khatun</i>
Sabina Yesmin	Safeguarding Governor	<i>S Yesmin</i>

Reviewed: July 2022

Next review date: July 2023



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Intimate Care Policy

Intent

It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children. 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 which some children are unable to do because of their young age, physical difficulties or other special needs.

All staff at Date Palm Primary are committed to ensuring a professional and respectful manner of care is given when undertaking intimate care to any child. 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, pain or embarrassment and adults and staff must be sensitive to each child's individual needs.

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

- Changing a nappy
- Changing or assisting a child to change their clothes
- 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
- Providing first aid assistance
- Providing comfort to an upset or distressed child
- Feeding a child
- Providing oral care to a child
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. *

* In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure; Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

Implementation



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The following are the fundamental principles of intimate care upon which our policy guidelines are based on that every child has the right to:

- be safe
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be involved and consulted in their own intimate care to the best of their abilities
- express their views on their own intimate care and to have their views taken into account
- have levels of intimate care that are appropriate and consistent.

All staff have an enhanced DBS and undertake appropriate training on procedures and guidance on how to carry out intimate care. Children who have specific needs have a plan which is centered on the child's needs and have as much input from the parents and any relevant professional bodies. Where a child is able to take care of their own needs staff will encourage them to do so and inform parents of any strategies they are using. It may be that they need some supervision and guidance and little intervention so as to help a child become independent. The expectation is that staff should have contact when and if needed else have limited touch.

Every child has a right to their privacy and be given space to carry out their own personal care. Most intimate care will be provided in the nursery and pre-school. Staff will notify other staff that they are taking children to the toilet or changing a nappy so that other staff remains within a close proximity. If a child has a continued need for intimate care an arrangement will be discussed with the parent and a care plan will be written and signed. Advice from health professionals will be sought if needed. Staff will monitor the care plan and consult parent/carer making amendments and changes to their child's plan where necessary. Parents will provide nappies, wipes, nappy sacks and also spare clothing which will be kept in the child's changing bag. Staff will use disposable gloves and aprons when needed. When carrying out any intimate care staff communicate with the child according to their level of understanding. Staff use different effective methods of communication such as, signing, gesturing, pointing, cards, or simple words. They will ensure that the child is aware that they will be changed. If any staff have concerns about a child e.g. bruises, marks, soreness or changes in pattern they will report it to the safeguarding officer.

Assisting a child to change his / her clothes

If a child requires assistance with changing clothing that has become soiled, wet or has vomit on it a professional judgement will be made whether it is appropriate to change the child or call parent/carer to collect their child. If they are to be changed at school staff will always encourage the child to try and change themselves and will help if needed. The school will contact the parent/carer seeking permission to change the child unless an agreement



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has already been made within their care plan. The child will be comforted and reassured throughout. Staff will always ensure that another staff member is aware that a child is being changed and will stay in close proximity. Staff will always inform parents what happened and why the child was changed. The school has a supply of wipes and spare clothes if they have not been provided. If the parent/carer or emergency contact is able to collect their child within a suitable timeframe then the child will be accompanied by a staff member until they arrive. If no contact is reachable then the SMT will make a decision in the best interest of the child care. The member of Staff who has assisted a pupil with intimate care will complete a record in the intimate care log.

Below are set procedures. The list may be amended and added to when and if needed.

Basic Hygiene routines:

- always wear protective disposable gloves
- seal any soiled clothing in a bag and label with the child's name
- in the case of Early Years children, in order to avoid any unnecessary distress to the child a staff member may assist the child by providing water or tissue
- staff

Providing comfort or support to a child:

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens, staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context. No staff will have hold, touch or handle a child when it is not needed.

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. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Child Protection Officer who will follow the appropriate next steps if any.

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Our First Aid Policy outlines arrangements for the management of medications in school. Parental permission must be given before any medication is dispensed in school and must be declared and signed for in every child's application form.

Any child who requires regular treatment or has other health concerns must complete an individual Health Care Plan. Parents would be requested to bring in documents from any health professionals detailing the diagnoses, required dosage of medication and an



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explanation of what the medication is for. If required, school staff will receive appropriate training.

Swimming

Year 1-6 classes participate in a swimming program at Poplar Baths. Children are entitled to respect and privacy when changing their clothes however; there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying, teasing or other unacceptable behaviour does not occur. Where a child needs additional support for changing permission will be sought from the child. If a child requests a screen the teacher will try and make a screen using towels.

Senior Leadership Team Responsibilities

- To ensure that staff will receive on-going training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid/ child protection procedures; and other aspects of Intimate Care
- To keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required
- To provide Induction programmes for all new staff and to ensure that all new staff are familiar with the school's Intimate and Personal Care policy, relevant Intimate Care procedures and Child Protection and Safeguarding policy and procedures

Staff Responsibilities

- Staff must be familiar with the Intimate and Personal Care policy/procedures
- Staff must adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to management within the school
- Designated staff will liaise with parents/carers over the development and implementation of the agreed Intimate Care procedures
- Designated staff will liaise with other professionals regarding specific aspects of Intimate Care if appropriate
- Make sure practice in intimate care is consistent. As a child may have multiple carers consistency of care is essential to help ensure a child feels safe
- Staff must ensure that communication between all staff is consistent and best practice is shared
- Staff must be aware of their own limitations. Only carry out activities that they feel competent with
- Promote an attitude of positive self-esteem and body image.
- Update any child's files
- Report any concerns to the DSL

Intimate Care Procedures

- Where a child is soiled or in distress, the parent/carer will be telephoned and given the option of coming to school to change their child.
- Tell another member of staff that you are involved in an intimate care procedure and ask him/her to be present.
- Ensure this takes place in either the toilet area in the Nursery and doors should always be left ajar.
- Wear disposable gloves and a disposable apron.
- Encourage the child to remove clothing from lower body first and to do it independently. Provide help or assistance only when, and if needed.
- Wash/clean as required – again encourage the child to do this independently using wet wipes.
- Ensure lower regions are covered before removing garments from upper body (if necessary).
- Give the child the clean clothes and encourage the child to dress themselves. Provide help and assistance as appropriate/required.
- Put the wet or soiled underwear in a named plastic bag and store in the Infant Welfare Room or toilet area in the Nursery. Additional clothes should be stored in a separate, named bag. Ensure that the parent is called and informed that they (or the after school provider) must collect the wet or soiled clothes at the end of the day from the named location.
- Ensure the child washes their hands with soap.
- Remove the gloves and apron. Dispose of these in the appropriate bin.
- Wash your hands with soap and warm water.

Procedure for changing nappies/pull ups:

Parents/carers must sign the Intimate and Personal Care Permission Form for ongoing intimate care to be given. Ongoing intimate care will be given by an adult the child is familiar with

Where a child is heavily soiled or in distress, the parent/carer will be telephoned and given the option of coming to school to change their child.

When changing a child's nappy/pull up:

- Tell another member of staff that you are involved in an intimate care procedure and ask him/her to be present if possible.
- Ensure this takes place in either the toilet area in the Nursery. Doors should always be left ajar and a quick note made of what was changed
- Ensure you are wearing disposable gloves and a disposable apron.
- Ask the child to remove their lower body clothing or provide help if they do can do it independently.



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- Remove the nappy/pull up while the child is standing or use a changing mat if needed.
- Wipe away the mess using wipes provided. It may be possible to encourage the child to do this for themselves. Place the wipes in a nappy sack or plastic bag.
- Ensure the skin is clean and dry.
- Put on a clean nappy (using a changing mat) or pull up (whilst child is standing). Check that it fits snugly around the waist and legs.
- Ask the child to dress themselves or assist with this if necessary.
- Ask the child to wash their hands with soap and warm water.
- Remove the gloves and apron and dispose of these, and the nappy/pull up (in the nappy sack or plastic bag) in the appropriate bin.
- Wash your hands with soap and warm water.