

Greenway Academy Intimate Care Practices and Procedures

1 Commitment

- 1.1 Greenway Academy recognises that delayed continence is not necessarily linked with learning difficulties.
- 1.2 Children, as with adults, are unique in their individual development, personal circumstance and health issues. Hence some children may still be in nappies/pull ups or have occasional accidents in the first few months after admission or long term. Greenway Academy will make reasonable adjustments to meet the needs of each child and to ensure that children are not be treated less favourably because of their incontinence.
- 1.3 Greenway Academy 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. Greenway Academy recognises 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.

2 Introduction

- 2.1 These practices and procedures have been developed in accordance with the principles established by the Statutory Framework for the early years foundation stage: setting the standards for learning, development and care for children from birth to five, March 2014.
- 2.2 These practice and procedures should be read and followed in accordance with other relevant policies (see Appendix 3), including Keeping Children Safe in Education and the Staff Handbook.
- 2.3 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, (e.g. the administration of rectal diazepam).
- 2.4 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.

3 Practices and Procedures

- 3.1 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.

- 3.2 Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) 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.
- 3.3 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.
- 3.4 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 themselves as they 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.
- 3.5 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.
- 3.6 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.
- 3.7 Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.
- 3.8 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.

4 Children Wearing Nappies / Pads

- 4.1 Parents will be made aware of the Intimate Care practice in the school and asked to sign a simple agreement form (see appendix 1) outlining who will be responsible, within the school, for changing the child and when and where this will be carried out.
- 4.2 Staff will complete the Intimate Care Record Form (see appendix 2) 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.

5 Equipment Provision

- 5.1 The parent should provide nappies, disposal bags, wipes, changing mat etc., where needed, and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

6 Health and Safety

- 6.1 Staff should always wear an 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 a 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 aware of the school's Health and Safety policy

7 First Aid and Intimate Care

- 7.1 Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.
- 7.2 Regular requirements of an intimate nature should be planned for. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

8 Mobile Phones and Cameras

- 8.1 The use of mobile phones and cameras is controlled via the Academy's Mobile Devices Policy and the Staff Handbook. For the avoidance of doubt, mobile phones must not be used and particularly not in the areas used for intimate care. Members of staff employed in the setting will lock away their phones and mobile devices on arrival in the setting. Personal cameras are not permitted in school.

APPENDIX 1

GREENWAY ACADEMY INTIMATE CARE PRACTICES AND PROCEDURES PARENTAL AGREEMENT FORM

- 1 Intimate care is any care that involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.
- 2 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.
- 3 Greenway Academy 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. Greenway Academy recognises 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.
- 4 The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- 5 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.
- 6 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.
- 7 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.
- 8 Wherever possible staff should only care intimately for an individual of the same sex.
- 9 Greenway Academy has introduced a record of who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task.

- 10 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 parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.
- 11 Staff should always wear an 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 a liner) which is specifically designated for the disposal of such waste.
- 12 Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

**GREENWAY ACADEMY INTIMATE CARE PRACTICES AND PROCEDURES
PARENTAL AGREEMENT FORM**

I agree to support the Greenway Academy Intimate Care Practices and Procedures.

Signature of Parent / Carer

Print Name

Date

Signature of School Representative

Print Name

Position

Date

Signature of Special Education Needs Co-ordinator

Date

Signature of Head of School

Date

Related Policies

The Intimate Care Practices and Procedures should be read and followed in accordance with the following relevant policies.

Keeping Children Safe in Education and Child Protection Policy

These Practices and Procedures reflect Greenway Academy's commitment to safeguarding and promoting the welfare of children and young people and its expectation that all staff and volunteers will share this commitment.

Health and Safety

The school's Health and Safety Policy reflects the consideration we give to the protection of our children both physically within the school environment, for example, and when away from the school, for example when undertaking school trips.

Safe Recruitment

The school's Safe Recruitment Policy sets out the vetting requirements for all staff that wish to work in the school, whether paid or voluntary. All staff have an enhanced CRB check before starting and then at least every three years. From October 2009 new staff will be required to register with the Independent Safeguarding Authority (ISA), with existing staff registering with the ISA as requested by the LA.

Whistle-blowing Policy

The school's Whistle-blowing Policy recognises that incidents reported under the procedure may involve matters of child protection.

Reviewed: September 2018

Next review due: September 2019