

Thurnham C E Infant School



Intimate Care Policy (Pastoral Care)

Member of Staff Responsible	Mrs E Pateman
Position	Deputy Head/SENCO
Dated	September 2017
Date of next review	September 2018

To be read in conjunction with the AEN Policy/Medical Conditions Policy/Safeguarding Policy

Thurnham C E Infant School

Policy for Intimate Care

Introduction

The pastoral care of our children is central to the aims, ethos and teaching programmes in Thurnham C of E Infant School and we are committed to developing positive and caring attitudes in our children. Our Intimate Care Policy is part of our collective pastoral care policies.

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 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.

Thurnham C E Infant 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 or pain and adults and staff must be sensitive to each child's individual needs.

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.

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

1. Assisting a child to **change his/her clothes**
2. **Changing or washing a child** who has soiled him / herself
3. Assisting with **toileting** issues
4. Supervising a child involved in **intimate self-care**
5. Providing **first aid** assistance
6. **Providing comfort** to an upset or distressed child
7. **Feeding** a child
8. Providing **oral care** to a child
9. 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, (e.g. the administration of rectal diazepam.) Parents have the responsibility to advise the school of any known intimate care needs relating to their child

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- ✓ Every child has a 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;
- ✓ All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- ✓ All children have the right to express their views on their own intimate care and to have their views taken into account; and
- ✓ Every child has the right to have levels of intimate care that are appropriate and consistent.

Mandatory Procedures

- All staff will already have enhanced CRB check.
- Staff undertaking personal care and the more complex clinical tasks should always act in accordance with the policy.
- Staff will have received training before undertaking any of the tasks detailed in the care plan.
- This policy must be read in conjunction with the School's protocols for administering medication, safe storage of medication and all other relevant policies and procedures.

Assisting a child to change his/her clothes

- This is more common in our Early Years Classrooms. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.
- Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.
- Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

Changing a child who has soiled him/herself

- If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses. The child will be given the opportunity to change his / her underwear in private and carry out this process themselves. School will have a supply of wipes, clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in the corridor cupboards).

- When a child has an accident and needs changing as much as possible the child is encouraged to change themselves. They will use the class toilet areas and a Teaching Assistant/Class Teacher or Midday Meal Supervisor will hand them over the clothes to change into. The wet clothes will then be placed in a sealed bag for the child to take home at the end of the day.
- Should a child regularly soil as a result of a medical condition or current medicine than a Health Care Plan will be devised. Parents are encouraged to provide wipes for the children to clean themselves.

CARE – CONCERN – COMMUNICATE.

Pastoral Care Procedures

- Ensure the child is happy with who is changing him / her.
- Be responsive to any distress shown.

Basic hygiene routines

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.

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

- Our Administration of Medications Policy outlines arrangements for the management of the majority of medications in school.

Parental permission must be given before any medication is dispensed in school- this form is also available on our website.

- A small number of children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy will have an Individual 'Health Care Plan'. This Plan will be formulated by Mrs E Pateman.
- 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.

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 member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules

will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Inter - Agency Child Protection Procedures for details).

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.

Special/Additional Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability of 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. It necessary a Risk Assessment will also be undertaken to ensure that all eventualities have been considered and planned for. This will be shared with parents and class teachers.

Equal opportunities

All religious views and wishes of all children are respected at Thurnham School. Staff are aware that some children may have to remain covered or need to wash in running water.

All children will be treated according to their need and their gender.

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.

Pupils in distress

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation. At Thurnham we are a caring school and we will cuddle a child who is distressed.

First Aid and intimate care

Staff who administer first aid should ensure that they administer the care at the First Aid station in the corridor. The pupil's dignity must be considered at all times. Where the accident is of a more intimate nature another member of staff should be in the vicinity and

should be made aware of the task being undertaken. A second adult will be present if a child has to remove their skirts/trousers/underwear to show an injury. This will be done in the toilet cloakrooms. All accidents are recorded in the book - if a second adult has been present then both should sign.

Should you have any concerns regarding intimate care please seek advice from a Member of the Senior Leadership Team.