

# **John Ray Infant School**

## **Intimate Care Policy and Guidelines**

### **Introduction**

The Intimate Care Policy and Guidelines applies to every-one involved in the intimate care of children at John Ray Infants.

This policy should be read in conjunction with other policies held by the school including Child Protection Policy, Health and Safety Policy, Safer Recruitment Policy, Equalities Policy and Code of Conduct.

### **Aims**

All children have a right to be safe, to be treated with courtesy, dignity and respect. They have the right to feel safe and secure and be treated with a professional approach.

- To ensure that all pupils with continence difficulties are not discriminated against  
In line with the Equalities act 2010.
- To provide guidance and reassurance for staff.
- To provide help and support in pupils becoming fully independent.
- To treat continence issues with sensitivity in order to maintain the self-esteem of the child.
- To work with parents/carers to create a suitable care plan where necessary.
- To ensure that staff involved in intimate care work within guidelines that protect themselves and the pupils involved.

### **Definition of Intimate Care**

Intimate care is any care which involves washing, touching or carrying out of an invasive procedure that most children can carry out for themselves but which some are unable to do independently due to physical disability, special educational needs associated with learning difficulties, developmental delay or medical difficulties.

In most cases intimate care will involve procedures to do with personal hygiene. In the case of very intimate procedures only a person suitably trained and assessed to be competent should be undertake the procedure.

### **Care Plans**

Where a pupil has particular needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence of turnover.
- Where changing will take place.

- What resources and equipment will be used (cleansing agents used or cream to be applied?) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer.
- What infection control measures are in place.
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries.
- Training requirements for staff.
- Arrangements for school trips and outings.
- Care plan review arrangements.

### **Care Plan Agreements**

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B).

This will include:

#### **The parent:**

- agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school.
- providing the setting/school with spare nappies or pull ups and a change of clothing.
- understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes.
- agreeing to inform the setting/school should the child have any marks/rash.
- agreeing to a ‘minimum change’ policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.
- agreeing to review arrangements should this be necessary.

#### **The school:**

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet.
  - agreeing how often the child would be changed should the child be staying for the full day.
  - agreeing to monitor the number of times the child is changed in order to identify progress made.
  - agreeing to report should the child be distressed, or if marks/rashes are seen.
  - agree to ensure sensitive information about a child is only shared with those who need to know.
  - agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child’s

needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

### **Personal Care Procedures**

The staff at John Ray Infant School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

### **Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised. Where ever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

### **Monitoring and Review**

- The SENCO will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENCO's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) for further referral if appropriate.
- This policy runs alongside other school policies, particularly Safeguarding Children, SEND, and Health and Safety.

## **APPENDIX A**

### **John Ray Infants Intimate Care Plan**

Name of child:	
Name of person to change child:	
Name of person to change child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be needed:	
Who will provide resources and equipment:	
Training requirements for all staff:	
Disposal of waste products:	
Infection control measures:	
Special arrangements for trips:	
Date of Plan:	
Review date of plan:	
Review comments:	

If the child is unduly distressed staff will contact parent/carer.

Signed    SENCO

Parent

## **APPENDIX B**

### **John Ray Infants School**

#### ***Intimate Care Plan Agreements***

##### **The parent:**

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school.
- I will provide the setting/school with spare nappies or pull ups and a change of clothing.
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes.
- I agree to inform the setting/school should the child have any marks/rash.
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary.

Signed: ..... (parent/carer)

##### **The school:**

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet.
- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements should this be necessary.

Signed: ..... (school member of staff)

Date .....

## **APPENDIX C**

### **Personal Care Procedures**

The staff at John Ray Infants School will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D).
- Report any marks or rashes to parents and Head Teacher if appropriate.
- Inform parent/carer that a continence issue has arisen during the session.
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

## **APPENDIX D**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident.
- Soiled continence product used to be double wrapped, or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health and Safety Executive's limit.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed  
Paper towels available for drying hands.

Policy Date: 8 July 2019

Review date July 2021

Signed.....

Chair of Governors