



Holley Park Academy

Intimate Care Policy

Review Date: Autumn 2023

Next Review Date: Autumn 2024

Person in Charge: Headteacher

Governance: Chair of Governors

Statement of Intent – Intimate Care

Holley Park 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. We recognise 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.

Introduction

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.

The issue of intimate care is a sensitive one and requires 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 will always 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. The following policy is a model based on best practice.

Definition of Intimate Care

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents must advise the school or setting of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Feeding
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

Our Approach to Best Practice

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.

Any child with intimate care needs 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 s/he can. This may mean, for example, giving the child responsibility for washing themselves.

Each child's right to privacy will be respected.

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. Ideally also, staff should only care intimately for an individual of the same sex. However, at Holley Park Academy this principle may be waived due to the lack of male staff and where failure to provide appropriate care would result in negligence.

Intimate care arrangements will be discussed with parents on a regular basis and our intimate care agreement will be provided to parents. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

The Protection of Children

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 staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school procedures.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed.

Children Wearing Nappies

Any child wearing nappies will have an intimate care agreement which must be signed by the parent/carer (Appendix 1). This agreement will outline who is responsible in school for changing the child. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

Procedures for changing in the EYFS

Children will be changed with two adults present in a private designated space. Changing will be done with staff carrying out the following steps:

- Prepare the changing mat by cleaning it with antibacterial spray.
- Ensure the following items are ready before changing a child's nappy; clean nappy, wipes
- Wash and dry your hands and put on a pair of disposable gloves and a disposable apron. (NB – staff must put a fresh set of gloves on for every child that has a nappy changed)
- Support the child on to the nappy changing mat
- Staff members will then remove the child's nappy and clean the area.
- The member of staff must ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- The staff member must then wash the changing mat with antibacterial spray.
- Soiled nappies will be placed into a tie handle bag, then placed into the designated nappy bin.
- The staff member must then place the used gloves in the bin provided, wash their hands with liquid antibacterial soap and running water, and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel, and take them back to the EYFS to continue with their activities/play.

Medical conditions

Any child with a medical condition should have a care plan in school, outlining the condition, the need for support and intervention and the process for undertaking the intimate care. This may require additional training for staff. The parents and the child must be part of this process and plan and every one should be in agreement with how the intimate care will be provided. Medical conditions just as any other reason for intimate care must not be allowed to disguise any risk. For example any cause for concern when providing intimate care must be reported and recorded and not automatically attributed to the medical condition.

Soiling/Urinating incidents

Any child who may have a soiling/urinating incident should be supported consistently and not made to feel embarrassed or ashamed for the incident. Where possible they should be involved in as much responsibility for providing their own self-care and supported by a member of staff. Children should be supported with spare changes of clothing or advised to bring them to school with them in the event of such an incident.

Regular incidents of this nature from the same child, should be monitored, recorded and reviewed for a medical condition or a safeguarding concern.

Menstrual cycles

Any child who may have an incident during their menstrual cycle should be supported consistently and not made to feel embarrassed or ashamed for the incident. Again where possible they should be involved in as much responsibility for providing their own self-care and supported by a member of staff. Children should be signposted to where spare menstrual products are available or can be purchased and also advised to bring additional changes of clothing with them in the event of a reoccurrence.

Staff should be vigilant of children particularly in regards to incidents of Female Genital Mutilation which may be masked through menstrual cycle as well as any suspicion of concern of a child bleeding from their genitals which may not be a menstrual cycle. All staff must report concerns directly to the Designated Safeguarding leads.

Health & Safety Guidance

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste. Parents should supply nappies, wipes and disposable nappy sacks for their child.

Special Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or 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.

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.

Appendix 1



Holley Park Academy Intimate Care Agreement

In order to best meet the needs of your child whilst they are in our care, we would like to set up an individual intimate care agreement between carers/parents and school.

Intimate care involves adults supporting your child in any care which they may be unable to do for themselves due to their stage of development. This may include helping with drinking, eating, dressing, toileting or comforting. In most cases at school, intimate care will involve procedures and support linked to personal hygiene.

Staff at Holley Park Academy who provide intimate care are aware of the need to adhere to the school's Intimate Care Policy in order to minimise any associated risks for both the child and themselves. All school staff are supported and trained so that they feel confident in their practice.

We would be grateful if you would complete and return this form in order to give us consent to carry out intimate care of your child.

Many thanks for your continued support.

Name: _____

Date: _____

I give permission to Holley Park Academy to provide intimate care to my child.

I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of Holley Park Academy staff.

I will contact my child's teacher if there are any issues I would like to discuss.

Signed _____ (Parent/Carer)

Signed _____ (Early Years Leader)

(On behalf of Holley Park Academy Primary School)