

ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL AND PRESCHOOL



INTIMATE CARE AND CLOSE PERSONAL CONTACT POLICY

INTENT

At St Mary's CE Primary School and Preschool, we aim to ensure that all staff responsible for the intimate care of children will undertake their duties to the highest professional standard and that all children will be treated with the utmost respect when intimate care is given. No child will be attended to in a way that causes them distress or discomfort.

RATIONALE

Intimate care and assistance and activities requiring close personal contact can be identified as any personal care procedure that involves the invasion of an individual's personal space. In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, culture as well as physical and developmental needs.

PURPOSE

The purpose of the policy is to:

- Recognise and identify situations which have elements of intimate or close personal contact;
- Uphold pupils' rights to privacy and dignity;

- Recognise the responsibilities of adults involved;
- Safeguard pupils and adults from any misinterpretation of action;
- Ensure consistency of action whilst being sensitive to individual need;
- Dispose of waste in an appropriate manner.

GUIDELINES

The guidelines encompass a variety of activities but it must be accepted that there has to be a degree of flexibility and judgment within some situations to meet very individual needs or very particular circumstances. The guidelines should be followed in the context of all school policies, in particular those relating to Child Concern, Health and Safety and Disclosure and Barring (DBS) checks.

INTIMATE CARE

The issue of intimate care is a sensitive one and will require staff to be respectful of children's needs at all times. Children's dignity should always be preserved with a high level of privacy, choice and control when care is required. There should be a high awareness of child protection issues within this work and staff's behaviour must be open to scrutiny at all times. Staff must work in partnership with parents/carers and parents/carers should be able to provide continuity of care to children whenever possible.

In Preschool, intimate care routines are essential throughout the session to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support. In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's keyworker, with the exception of the first aid treatment that will be conducted by a paediatric first aider.

Parents will be supported with and encouraged to toilet train their child before full time education begins. Staff will support parents with this by putting them in touch with Health Visitors if a child is reluctant to use a toilet or if there are medical issues. The child's key worker or other familiar member of staff will deal with accidents. If a child soils themselves regularly, parents will be asked to provide spare sets of clothing or will need come into school to clean and change their child themselves.

In the event that a child in Key Stages One or Two soils themselves, parents, or an alternative emergency contact, will be contacted and asked to come into school to clean and change their child or take them home if they are unwell. If a child has a medical issue, a Medical Action plan will be put in place to support the child in school.

Procedures for Providing Intimate Care

- Named staff identified to provide intimate care. (The key worker in the first instance or another member of staff who is well known to the child if the key person is unavailable).

- Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff to encourage each child to do as much for him/herself as he/she can.
- Careful consideration will be given to determining how many carers may be present when a child is in need of intimate care.
- Where possible the same child will not be cared for by solely one adult on a long term basis; ideally there will be a rota of at least two carers known to the child. This will ensure that over familiar relationships are discouraged from developing and protect adults giving intimate care.
- Intimate care arrangements will be discussed with parents/carers and recorded.
- On all occasions parents must be informed that intimate care has taken place and the event must be recorded on the day that the care was provided.
- Suitable places in school (clear and accessible to other members of staff) identified as appropriate for intimate care will be used in all circumstances. **These areas are: the Early Years toilet area, the Early Years shower cubicle, the Preschool toilet area.**
- In the event that intimate care is necessary while children are outside of school on a visit/trip, two members of staff need to present for care and the most appropriate place identified, this event will also be recorded on return to school and shared with parents.
- Staff will always wear appropriate safety clothing and gloves when dealing with a child needing intimate care.
- Appropriate facilities and equipment e.g. nappy bags will be used to dispose of any waste materials and will be removed on a regular basis. All waste material will be disposed of in designated waste bins in the designated areas.
- Parents will be asked to provide school with Nappies, extra clothing etc to be kept in school where necessary and agreement made for the transportation of soiled clothing to and from school.
- No personal belongings/valuables to be stored in changing areas at any time under any circumstances.
- Clear processes and guidance in intimate care should be highlighted to all staff upon their induction. New staff should be given the opportunity to discuss any queries or uncertainties they may have in relation to this policy.
- **Under no circumstances** should students, volunteers, people on work experience or visitors be allowed to provide intimate care.
- All records of care will be classified as personal confidential documents and retained in accordance with LA guidance.

Medical Conditions

If a child has a medical condition or disability which inhibits their ability to manage their own toileting, an ***Individual Intimate Care Plan*** will be written in collaboration with the Designated Child Protection Officer (Diane Jeffries), the child's parents, the school nurse/health visitor and the child's key worker.

All children who have an Intimate Care Plan will be treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Guidance on Safeguarding

- Staff are made aware that any physical contact between a child and adult might be misconstrued directly by a child, an observer or by anyone the action is described to and therefore staff must be always prepared to accept that their actions are open to scrutiny at any time.
- Staff who witness any behaviours between staff and children which they feel uncomfortable about in any way must follow the ***Whistle Blowing Policy*** and share their concerns with the designated named person in school immediately.
- Any allegation of serious misconduct against a member of staff will be passed on to the Local Authority Designated Officer.

Health and Safety

All staff are aware of, and adhere to, general Health and Safety guidelines. Risk assessments are carried out, taking the advice of relevant personnel. All equipment is serviced and maintained in accordance with legal requirements.

Any Health and Safety concerns should be reported to the designated person who will act upon the information. The name of the designated person at St Mary's is Steven Morton.

Monitoring and review.

This policy will be monitored and reviewed on an annual basis and shared with stakeholders.

This policy should be read in conjunction with our:

- Safeguarding and Child Protection Policy
- Whistle blowing Policy
- Health and Safety Policy
- Disability Equality Scheme
- The EYFS Statutory Framework
- Alongside '***Guidance for Safer Working Practice for Adults who Work with Children and Young People.***' DfES 2007

Appendix 1

INTIMATE CARE AND CLOSE PERSONAL CONTACT IN PRESCHOOL/NURSERY

Guidelines and Procedures

Changing young children needs to be carried in a sensitive manner. It is important to talk to the child about what is happening and to reassure the child. Staff should record all incidents of intimate care and close personal contact in the *Record of Intimate Care*.

Procedure

- Cover unit surface with white paper;
- Put on disposable plastic apron;
- Prepare child's own nappy, wipes, nappy sack and plastic gloves;
- Wash hands;
- Lift child onto changing unit. **The child must not be allowed to stand on the unit or be left unattended;**
- Put on plastic gloves;
- Change child, giving reassurance at all times;
- Remove waste to the nappy bin. Nappies, gloves and wipes only in the nappy bin. Do not put wipes into the toilet.
- Hand hygiene routine must be followed after nappy changing and the child must have their hands washed or be supported to wash their own.
- Children who are being toilet trained or need to be changed regularly, should be taken to the toilet often.
- Inform parents of the any intimate care carried out at the end of the session.
- Note in Record of Intimate Care.