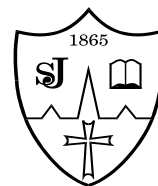


St. James' C of E Primary School

Intimate Care Policy



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INTRODUCTION

Staff who work with children or young people who have additional needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at St. James' C of E Primary School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible, in accordance with safer working practice guidelines.

Staff deliver a personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

St. James' C of E Primary 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. The School 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.

EYFS and intimate care

Whilst we recognise that depending on a child's age and stage of development, they may need some support, for example dressing, wiping their bottom after using the toilet and changing underwear following an accident. In EYFS parents inform staff of those children likely to require such care and a discussion takes place regarding how their needs can be met in school as they would be met at home (this is generally discussed in the privacy of the home visit). All parents are asked to provide clean clothing, such as underwear and socks, and are always informed when a child has needed such care.

OUR APPROACH TO BEST PRACTICE

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist/occupational therapist as required.

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 and

relationship education to their children/young people as an additional safeguard to both staff and children/young people involved. There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle children 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. (See appendix1)

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 needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

Each child/young person will have an assigned member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

THE PROTECTION OF CHILDREN

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

Where appropriate, 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 safeguarding officer and follow the Safeguarding / Child Protection Policy and procedures.

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. This policy should be read in conjunction with Special Needs, Child Protection, Health & Safety and Behaviour Policies.

St. James' C of E Primary School

Intimate Care Plan

This Plan is to be completed if toileting needs and additional needs are being considered for a particular pupil at St. James' C of E Primary School. The plan may be subject to personalisation depending upon the needs of the pupil

Name:

Date of Birth:

Class:

G.P. Name:

Consultant:

Tel. Number:

Emergency Contact Information:

First Contact	Second Contact
Name	Name
Relationship	Relationship
Telephone Numbers	Telephone Numbers
Work	Work
Home	Home

Mobile

Mobile

Care Plan

The recording sections may need to be adapted in the light of circumstances to do with setting and pupil.

Name: _____ Review Date: _____

Medical background:

Physical Management

- Toileting
- PE
- Educational Visits
- Physical Access
- Feeding
- Communication
- Other

Staff Training Requirements

(please attach training record/certificate of training and circulation list)

Medication (including storage)

Emergency Plan/Protocol

In the event of an emergency the emergency plan/protocol must take precedence over this general care plan.

Fire Drill

Signatures:

We/I agree with the care plan detailed above.

We/I give permission for the administration of medication as outlined.

Parental/Carer Signature: _____ Date: _____

_____ Date: _____

Child and Young Person's Signature: _____ Date: _____

Headteacher Signature: _____ Date: _____

School Nurse/Doctor: _____ Date: _____

Copies to: Parent/Carers

School

School Nurse/Health Professional

Additional Information

Personal Care Plan – Toileting

(N.B. To be used if toileting is the only issue).

The recording sections may need to be adapted in the light of circumstances to do with setting and pupil.

Child's Name:

DoB:

Class Group:

Date:

Reason for Plan:

Aim of Plan:

What will be done?

Details of when child will be changed/taken to toilet and specific routines to be followed. Social story and schedule required?

By whom?

Staff Member:

Facilities:

Where the child will be changed and resources required.

Training:

Specify training needs	For whom	Date Achieved
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Other Issues:

Clothing

Off-site activities

Preferred language/signs/symbols

Monitoring:

Toilet Diary

Other

Review Date:

Plan agreed by

Name	Signature	Date
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Parents/Carer:	_____	_____	_____
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Pupil/Young Person:	_____	_____	_____
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Staff member(s):	_____	_____	_____
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SENCo/

Headteacher/

Manager:	_____	_____	_____
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