East Bierley CE (VC) Primary School

Intimate & Personal Care Policy

THE CHURCH OF ENGLAND
Diocese of Leeds

At East Bierley Primary School,
WE ARE KIND
KIND INSPIRED NURTURED DETERMINED

Our vision:

To be a vibrant and inclusive Christian School where everybody is known, valued and inspired to reach their full potential. We nurture curiosity, creativity and a love of learning, equipping our pupils with knowledge, skills and character to flourish in an ever-changing world.

Friendship, Courage, Kindness, Respect, Forgiveness, Faith

INTIMATE & PERSONAL CARE POLICY

Introduction

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. Staff will follow the Personal Care Procedures (Appendix 1)

Children who need regular intimate care will have an:

- Intimate care plan (Appendix 2); or an
- Individual healthcare plan.

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 safeguarding issues, health and safety and will follow the Health and Safety Procedures (Appendix 3).

Staff behaviour is open to scrutiny, and staff will work in partnership with parents/carers to provide continuity of care to children wherever possible.

Staff deliver a full 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.

East Bierley 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 undertaken. No child should be attended to in a manner which may cause distress or pain.

Our Approach to Best Practice

In Foundation Stage, Key Stages 1 and 2, intimate care may be appropriately delivered by cross gender support (where all parties feel comfortable with that arrangement).

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 access to Safeguarding and Health and Safety training in moving and handling) and are fully aware of best practice.

Where necessary, apparatus will be provided to assist with children who need special arrangements, following assessment from physiotherapist/ occupational therapist as required, e.g. hoists and slings.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, sign, 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.

Parents/carers alongside the class teacher will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded through an intimate care agreement (Appendix 4) and may include a full risk assessment to address issues such as moving and handling, health and personal safety of the child and the carer. Intimate and personal care will only e provided on the signed authority of a parent or carer (Appendix 5).

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'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. A child will be cared for by two adults of same gender, where possible with whom the child has a good relationship.

By necessity, a number of staff will need to be trained to deliver such care although attempts will be made to restrict daily contact to the same familiar faces.

A signed record will be kept by staff of all intimate and personal care tasks undertaken which will include times completed and any observations noted (Appendix 6).

Each child will have an allocated member of staff on the senior leadership team 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.

Safeguarding the Child

Local Authority Safeguarding Procedures and Inter-Agency Safeguarding 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' presentation, e.g. marks, bruises, soreness, signs of FGM etc. s/he will immediately report concerns to the Designated Safeguarding Lead or Deputy Safeguarding Lead. A clear record of the concern will be completed and referred to social services and/or police if necessary. **In the case of suspected FGM the police must be contacted by the person who suspects it immediately.**

Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at increased risk of harm by doing so.

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 may be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice may be obtained from external agencies as necessary.

If a child makes an allegation against a member of staff, the school will follow the procedures set out in the government guidance document "Keeping Children Safe in Education – Allegations of abuse made against teachers and other staff " and the school safeguarding policy.

Appendix 1

Personal Care Procedures

The staff at East Bierley CE (VC) Primary 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.

Appendix 2

East Bierley CE (VC) Primary School

Intimate Care Plan

Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent/carer.

**If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.*

SENCO/ Inclusion Leader approval: Date:

Appendix 3

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 if necessary.
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands.

Appendix 4

East Bierley CE (VC) Primary 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 (preferable), wipes 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 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 should he/she 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)

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

Date: .....

Appendix 5

Permission for school to provide intimate and personal care

Child's Full Name	
Male/Female	
Date of Birth	
Parent/Carer's Full Name	
Address	

I understand that, subject to the conditions laid down in the school Intimate and Personal Care Policy, I give permission to the school to provide appropriate intimate and personal care support to my child e.g. changing soiled clothing, washing and toileting assistance as necessary.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care

Signed _____

Full Name _____

Relationship to Child _____

Date _____

Appendix 6

Record of Intimate and Personal Care Intervention

Child's Name _____Class _____

Name of Support Staff Involved _____

Date	Time	Procedure	Observations	Staff signature 1	Staff signature 2
