Wellfield Infant & Nursery School





Intimate Care Policy

GUIDELINES FOR STAFF WHO PROVIDE INTIMATE CARE FOR CHILDREN AND YOUNG PEOPLE

June 2024

Intimate Care

'Intimate Care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.'

Intimate care encompasses areas of personal care which most individuals carry out for themselves. However, some individuals are unable to do so because of age, ability or stage of development. (Dignity of Risk 2004)

- All staff have a responsibility for delivering intimate care and have access to the Trafford Intimate Care Guidance Document (2014)
- All staff have taken part in awareness sessions regarding Intimate Care**.**
- Whilst staff provide intimate care, we feel an individual's independence should be promoted and encouraged wherever possible.
- Wherever possible, intimate care should be carried out by a member of staff of the same gender as the individual.

Intimate care is any care which involves one of the following:

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him / herself
- Assisting with toileting issues
- Supervising a child involved in intimate self-care
- Providing first aid assistance
- Providing comfort to an upset or distressed child
- Feeding a child
- Providing oral care to a child
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. * * In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities

- All children have the right to express their views on their own intimate care and to have their views taken into account
- Every child has the right to have levels of intimate care that are appropriate and consistent to their specific needs

Purpose of guidelines

- The purpose of these guidelines is to set out a framework within which staff providing intimate care to children (e.g. toileting) can offer a service and an approach, which acknowledges the responsibilities and protects the rights of everyone involved.
- These guidelines apply to children who may not be fully toilet trained or may not have commenced toilet training, including those whose development in this area is delayed due to physical/medical conditions. Some may never gain continence.

Our Aim:

- We ensure the setting is inclusive of all individuals by using Intimate Care Plans to identify any additional support requirements and make reasonable adjustments where appropriate.
- We ensure all aspects of an individual's personal care is dignified.
- We enable the individual, where possible, to express a preference regarding the choice of his / her assistant and encourage them to voice their views about their assistant. Use of symbols and alternative methods of communication should be used where needed to empower the child and young person to express their views where appropriate.
- We ensure privacy appropriate to the child's age and situation.
- We are aware and responsive to the child's reactions.
- Where possible we encourage children to learn to assist in carrying out aspects of their own intimate care, to develop independence, confidence and thus self- esteem.

Defining the roles and responsibilities of all school staff

The following positive approaches will assist in promoting good practices for intimate care.

- A member of staff familiar to the child should be used for intimate care and the member of staff should be familiar with his / her methods of communication as expressed in their intimate care plan. This information can be found in the child's information file.
- The member of staff will have an appreciation of his / her feelings and emotions and verbal / non -verbal communication.

- An individual's intimate care plan should only be shared on a need to know basis with staff involved with directly working and supporting the individual.
- A key member of staff will complete the Intimate Care Plan in consultation with parents and carers which is agreed, signed and dated. This will be updated annually or earlier if necessary.

General Procedure

The following assist in promoting positive attitudes to intimate care.

- Staff will address the child / young person personally by name, ensuring that correct pronunciation of the name is used at all times, so that s/he is aware of being the focus of the activity.
- Staff will give explanations of what is happening in a simple and reassuring way, using preferred and appropriate methods of communication , for example, signs, gestures, voice and visual prompt.
- Staff will enable the child to be prepared for and to anticipate events while demonstrating respect for his / her body e.g. by giving a sensory or visual clue such as using a wet wipe to signal intention to wash or change.
- Staff will respect a child's preference for a particular carer and sequence of care.
- When washing, always use a wet wipe or disposable towel. Where possible, encourage the child to wipe private parts of the body him / herself.
- Staff will have knowledge and understanding of any religious and / or cultural sensitivities related to aspects of intimate care related to this young person and take full account of these.
- Wellfield Infants and Nursery School will provide facilities, which afford privacy and modesty, for example, separate toileting and changing bed with facilities for changing the children individually.
- Staff will agree appropriate terminology for private parts of the body and functions to be used by staff and encourage children to use them as appropriate.

Practical considerations and training

- For staff involved in intimate care it can be difficult to achieve a balance between ensuring the child's privacy on the one hand, and his/her safety and protection on the other. There are concerns that actions, no matter how well intentioned, might be misrepresented in a damaging way. It is clearly important that schools should provide appropriate guidance and training for staff in this sensitive area.
- Induction programmes, supervision and training are provided for all staff involved in carrying out intimate care. Support and advice may be requested from Trafford's SEN Advisory team. These are essential, not only to increase knowledge and enhance skills, but also to provide a forum of self-

examination where values can be shared, unhelpful attitudes and practice can be challenged and staff can learn from examples of good practice.

- Staff should receive training in good working practices, which comply with health and safety regulations such as wearing of rubber gloves for certain procedures and methods for dealing with body fluid spillage and manual handling.
- There should be appropriate access, sufficient space, heating and ventilation to ensure the child's safety and comfort.
- More than one member of staff should be available if a child is difficult to move or handle. Handling of the child will be considered previous to intimate care being required and any risks written in the intimate care plan.
- There should be appropriate toilet facilities for all children.
- Items of protective clothing, such as gloves and disposable aprons, should be provided and readily accessible.
- Special bins should be provided for the disposal of wet or soiled pads.
- Supplies of suitable cleaning materials should be provided for cleaning and disinfecting changing surfaces.
- Supplies of fresh clothes should be easily to hand so that the child is not left unattended whilst they are found.
- Checks should be made beforehand to ensure that there are suitable facilities for intimate care available on excursions and residential trips.

Home / School Liason

Diaries offer an excellent way of exchanging information between parents/carers/support staff and school staff, which is essential as the personal and social development of a child is their joint responsibility. However information concerning intimate care procedures should not be recorded in the diary, as it is not a confidential document and could be accessed by people other than the parent/carer and member of staff. It is recommended that communication relating to intimate care should be made through one of the following:

- Sealed letter
- Personal contact – face to face at home or at school
- Telephone call – between member of staff and parent/carer

Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

When compiling reports, staff should be circumspect in what they record regarding intimate care. It would be more appropriate to discuss the matter in greater detail at the meeting when the parents/carers and any relevant professionals are there to

offer advice. **However, where there are good reasons to suspect that a child may be at risk of abuse, action MUST be taken to protect the child.** Such action may involve disclosure of observations or suspicions to the school's Designated Safeguarding Lead (DSL). At Wellfield Infants this is Miss Graham, Headteacher or Mrs Fairclough, Deputy Headteacher in her absence. The agreed procedures for following up any safeguarding concerns can be found in the school's Safeguarding Policy. It is important that any observations and any action taken should be recorded on a welfare report.

Confidentiality

- Confidentiality is an important issue. Our school must adhere to our Safeguarding Policy which is made available to parents and carers through the school prospectus and can be downloaded from the school website.
- Sensitive information about a child should be shared only with those who need to know, such as parents or other members of staff who are specifically involved with the child.
- Lockable and secure storage is provided for storing confidential information.

Support

- Informal and formal consultations, advice and support on issues related to intimate care (e.g. individual toileting programmes) can be obtained from the school SENDCo or colleagues such as Health Visitors and School Nurses.

Other issues

Parental rights and responsibilities

Ultimately it is parents, as the child's main carers who have responsibility for his/her health. They should give relevant information to the school about their child's medical condition, and any medication involved in treatment.

- Cultural and religious sensitivities should be taken into account in relation to aspects of intimate care. These should be discussed with parents, and wherever possible, with the child. All staff involved in delivering intimate care should be made aware of these issues relating to individual children and taken into full account in practices.
- Sharing information between home and schools is important to secure the best care for pupils but the consent of parents and children who are able to give such consent is needed for the head teacher to pass on information about their child's health to school's staff or other agencies. Their agreement is also needed for any exchange of information between the Medical Officer and the school about a child's medical condition.

Vetting and supervision of staff, volunteers, students and escorts

- Intimate care is only carried out by members of staff and all staff have an enhanced CRB disclosure in place before commencing their employment.

Complaints

- Parents / carers are encouraged to discuss any issues or concerns regarding intimate care with the SENDCo (Special Educational Needs Coordinator) or the Headteacher. Information regarding our complaints policy is available in school. Any reasonable adjustments will be made where possible.

Links to Wellfield Infant & Nursery School Policies and Procedures

- Safe guarding Policy
- Inclusion Policy
- SEND Policy
- Health & Safety Policy

Monitoring & Review

The policy is reviewed on an annual basis by the Headteacher in conjunction with the Governing Body and the SENDCo; any changes made to this policy will be communicated to all members of staff, parents and relevant stakeholders.
All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Approved by: Governing Body, Headteacher & Staff	**Date: 13.06.24**
Last reviewed on:	
Next review due by:	September 2025