



# Calder Learning Trust

## Intimate Care Policy

Written on	July 2021
Ratified by Governors	July 2021
Review Date	July 2023

## **Principles**

This policy is written in accordance with Section 175 and 157 of the Education Act (2006); 'Working Together to Safeguard Children' (DfE 2018) and 'Keeping Children Safe in Education' (2021).

Calder Learning Trust takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

This intimate care policy should be read in conjunction with the following:

- Calder Learning Trust Child Protection Policy and Procedures
- Calder Learning Trust Health and Safety Policy
- Calder Learning Trust Special Educational Needs Policy

Calder Learning Trust 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. It is acknowledged that these adults are in a position of great trust.

Calder Learning Trust recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress, embarrassment or pain. The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or procedures. Staff will work in close partnership with parents/carers to share information.

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing or dressing. 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 their needs and preferences.

Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

All 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 him/herself as possible.

Children who require regular assistance with intimate care have written care plans agreed by staff, parents/carers and any other professionals actively involved.

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself).

It is recommended practice that information on intimate care should be treated as confidential and communicated in person, by telephone or by sealed letter, not through a home/school diary.

Adults who assist children should be employees of the school and hold a DBS Certificate. A member of staff should inform another adult when they are going to assist a child with intimate care.

## **Aims**

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of school life. Difficulties with personal care or continence can cause significant stress and embarrassment to the children and families concerned. Children who receive carefully planned support and understanding from those who act in loco parentis are more likely to achieve their full potential.

We will work:

- To ensure that pupils with personal care or continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming independent with their own personal care needs as appropriate.
- To treat personal care or continence issues sensitively so as to maintain the self-esteem of the child
- With other appropriate agencies for example the School Nursing Team for guidance and support

- With parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with intimate care needs work within guidelines that protect themselves and the pupils involved.

### **Pupils' Needs**

Calder Learning Trust staff will build effective relationships with the parents and carers of the children attending our school. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum and wider life of the school effectively. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted during the day in extreme cases 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.

### **Care Plans**

Where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident') staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily and access full provision. The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence or change
- Where changing will take place
- What resources and equipment will be used and clarification of who is responsible for the provision of the resources and equipment.
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Arrangements for school trips and outings
- Care plan review arrangements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B). This agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child's needs.

Should a child with more complex needs be admitted, the school will consider the possibility of special circumstances and/or additional provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

### **Personal Care Procedures**

Staff will follow the Intimate Care Procedures (see Appendix C) when attending to the personal care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

### **Child Protection**

The school's child protection policy and inter-agency child protection procedures (Continuum of Need and Response) will be accessible to staff and adhered to.

From a child protection perspective it is acknowledged that intimate care involves risks for children and

adults as it may involve staff touching private parts of a child's body and therefore safeguarding best practice will be followed and all adults will be vigilant at all times. Where ever possible, the same member of staff will change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc they will immediately report concerns to the Headteacher or Designated Safeguarding Lead.

If a child makes an allegation against an adult working at the school, this will be investigated by the Headteacher (or by the Chair of Governors if the concern is about the Headteacher) in accordance with the agreed procedures.

Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher).

### **Equal Opportunities**

The school is committed to providing equal opportunities for all pupils and adults in all aspects of school. We promote self and mutual respect and a caring and non-judgmental attitude throughout the school.

### **Review Framework**

The policy should be reviewed bi-annually (or sooner in the event of revised legislation or guidance)

## Appendix A: 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 is 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:	
Additional Notes	

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.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B: Intimate Care Plan Agreement

### Intimate Care Plan Agreements

The parent/carer:

- I agree to ensure that the child is changed at the latest possible time before being brought to school
- I will provide the school with spare nappies or pull ups and any other items needed such as wipes and a change of clothing
- I understand and agree to the procedures that will be followed when my child is changed at school
- I agree to inform the school should my 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/support them with changing as appropriate during a session should the child 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 C: Personal Care Procedures**

The staff at Calder Learning Trust will follow these 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.
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

## **Appendix D: 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 (e.g. nappy) used to be double wrapped, or placed in a hygienic disposal bin.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands.