



Grasmere Academy

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Intimate Care Policy

Date adopted by governors: October 2020

Committee: Ethos

Review date: October 2021

The term ***intimate care*** can be defined as any care which involves washing/wiping, dressing/undressing, or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs.

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

This school 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. We are committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Child focused principles of intimate care

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the 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.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Our Approach to Best Practice

- The management of all children/young people with intimate care needs will be carefully planned and should be a positive experience for all involved. The child/young person who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- Staff who provide this care are full members of staff who have DBS clearance. It is the school responsibility to support staff that are carrying out intimate care procedures. Staff will inform other members of staff when intimate care is necessary. Staff must wear appropriate protective clothing when changing a child i.e. disposable gloves, apron etc. a nappy bin is available in the nursery bathroom. Staff must be within talking distance of another member of staff when

changing and wiping a soiled child to ensure everyone involved is kept safe. All ages/phases record the name of a child who has been changed (which has required more intimate care and an intimate care plan) and the date (see attached record).

- Children/young people will be supported to achieve the highest level of autonomy possible given their age and abilities. Staff will ensure each child/young person does as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up as appropriate and shared and agreed by the child/young person and their parents/carers. Staff will reassure children who need to be changed and help them to remain relaxed, comfortable and safe.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan (see attached record). The needs and wishes of children/young people and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- If a member of staff has any concerns about physical or behavioral changes in a child/young person's presentation, e.g. marks, bruises, soreness or reluctance to go to certain places/people etc. s/he will immediately pass their concerns to the Designated Safeguarding Lead.
- 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/young person's needs remain paramount. Further advice, following the Interagency Procedures will be taken from outside agencies as necessary.
- If a child makes an allegation against a member of staff the Procedures for Allegations Against Staff will be followed as outlined in the school's Safeguarding and Child Protection policy. All staff involved in intimate care are required to have read the School's Intimate Care policy.
- Staff aim to encourage young children to become independent at toilet time. However, this is a learning process where staff will need to give help and assistance as and when appropriate e.g. if struggling with clothing etc. Staff members need to respond positively to give practical and emotional support to children, to develop their self help skills towards independence. Children may ask for or require assistance to adjust and remove their clothing in the bathroom. Children will be encouraged to perform the task independently, where appropriate.

- Cultural and religious needs will be taken into account and parents should inform staff of any particular needs.
- It is expected that most children in our 2 year old provision (Little Explorers) and some within the nursery provision will be wearing nappies or in the process of toilet training. It is therefore expected that these children will need adult support and this policy includes a procedure for nappy changing.

Soiling

Solid waste is to be flushed away and the children to be changed as necessary. Nappies will be put in the clinical nappy bin and will be removed by a registered waste contractor (see nappy changing procedure below).

If a child has soiled as a result of being ill, a parent or carer will be contacted to take the child home. The child must not return to school until 48 hours after the last episode of diarrhea.

If a child has soiled excessively and cannot be cleaned adequately with the schools washing facilities and in dignity, a parent or carer will be contacted so the child can be washed in private.

Soiled / wet clothing will be sent home in a tied carrier bag to be washed at home. Soiled clothing should not be rinsed by hand at school.

Wet underwear

Children will be encouraged to remove wet clothing independently and assistance will be given where necessary. Children will be encouraged to dress themselves in dry clothing provided from their own bag or the school's spare clothes kept in each of the key stages.

Wet clothing will be sent home in a tied carrier bag to be washed at home. Soiled / wet clothing should not be rinsed by hand at school.

Nappy Changing

Within our nursery provision nappies are changed within the classroom, in a private area to provide dignity for the child. When changing a child, staff must be within talking distance of another staff member, in order to safeguard both the adult and the child. Children's nappies are checked regularly during the nursery session and they will be changed if wet or soiled. All children will receive a nappy change before home time, unless their nappy is dry. Nappy changes will be recorded on a nappy chart and parents

informed of the time of the change and whether the child was wet or soiled. Staff will also inform parents if they have any health concerns (e.g. nappy rash). Parents will be encouraged to start potty training as soon as the child is ready and information will be given to parents by staff if they require help.

Nappy Change Procedure for staff

- Gather all of the necessary items needed before each nappy change, for example, nappy wipes, nappy sack, cream if necessary (each child should have their own named cream) and spare clothes if necessary.
- Wash and dry your hands
- Put on gloves and an apron. You should use a new set of gloves and apron for each nappy change.
- Place the child on the nappy changing unit and ensure that they are never left unattended whilst on the unit.
- Remove the child's clothing to access their nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home to be washed. You should not rinse them by hand. Always wear personal protective equipment (PPE) when you are handling soiled clothing.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and place it into the clinical nappy bin.
- Put a clean nappy onto the child and apply cream if necessary. Take off the gloves and apron and place them into the clinical nappy bin. Dress the child.
- Help the child to wash their hands if this is age appropriate, using liquid soap, warm water and paper towels.
- Take the child down from the nappy changer.
- Clean the nappy changing area with the anti-bacterial spray provided and blue roll. Clean the changing mat, surrounding area and underneath the mat. Then wash and dry your hands.

Items needed for nappy changing procedure

- Clinical nappy bin, used specifically for nappy disposal
- Yellow bag for clinical waste
- Nappy changing mat / nappy changing unit
- Spare clothes and child's own nappy/wipes from their named box
- Disposable aprons
- Disposable gloves
- Nappy sacks
- Antibacterial spray provided by the cleaning team which is specifically labelled for use on the nappy changer
- Blue roll
- Liquid soap

Personal Protective Equipment

- Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood / body fluids (for example nappy or pad changing). PPE should also be used when handling soiled or wet clothing or linen.

Clinical Waste

- Clinical waste should always be separated from domestic waste by using the designated clinical nappy bins for used nappies, pads, gloves, aprons and soiled dressings. All clinical waste is removed from school by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Intimate Care Record

Date	Name of child	Class	Name of staff	Incident & Action Taken

Intimate care plan

Childs name..... Year group.....

Name of staff involved.....

Date of plan..... Review date.....

Area of need
Equipment required
Location of toilet facilities
Support staff
Frequency of support

Working towards independence

Target	School will	Parents/carers will	Child will try to	Target achieved date

Signed..... Parent/carers

Signed..... Staff Member

Signed Head Teacher