

Intimate Care Policy for New Hinksey C.E. Primary School

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has been vomited on or is wet or soiled themselves
- When a child has become dirty or wet from involvement in play activities, for example, painting or water play
- When a child requires support and assistance changing for physical activities

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within New Hinksey C.E. Primary School.

Aims

- To include all young children in activities regardless of their ability to manage their own personal care
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration
- That no child is discriminated against

Definition of Intimate Care

Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Cleaning/wiping/washing in the genital and anal areas
- Application of medical treatment, other than to arms, face and legs below the knee

Definition of Personal Care

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.

Personal care tasks specifically identified as relevant include:

- Feeding

- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non intimate body parts
- Prompting to go to the toilet

Children's intimate care needs cannot be seen in isolation, or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect.

Staff involved with intimate care of pupils need to be sensitive to individual needs. Staff involved do not make inappropriate comments, avoid pulling faces and making negative comments about 'nappy contents.'

Toilet training

Starting in the Early Years Foundation Stage (EYFS) at New Hinksey C.E. Primary School staff are understanding of the challenging time for both children and parents in a new setting. It is a time of growth and very rapid developmental change for all children. As with all developmental milestones in the EYFS, there is a wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being:

- Fully toilet trained
- Fully toilet trained but regressed a little due to the excitement or stress of starting at school
- Fully toilet trained at home but have accidents in the setting, or vice versa
- Nearly trained but needing some reminders and encouragement
- Not toilet trained but respond well to a structured toilet training process. Staff will work with parents to arrange this ensuring that there is consistency between home and school.
- Fully toilet trained but has a serious disability or learning difficulty
- In need of additional support due to developmental delays.
- Has SEND and requires help with some or all aspects of their personal care.

Requirements necessary whilst changing children

The provision of:

- Hot running water and soap (antibacterial where possible)
- Toilet rolls
- Bowl or bucket
- Paper towels or cloths
- Disposable gloves
- Nappy bags or sacks
- Cleaning equipment

- Bin
- A supply of nappies/pull ups or spare underwear, clothing and wipes

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips, timetabled school activities and clubs where this will be necessary.

Safeguarding

At New Hinksey C.E. Primary School we will:

- Ensure that staff are suitably checked (DBS) and that safe recruitment processes have been adhered to
- Be aware of any recording requirements of toileting of pupils
- Follow procedures and guidelines for intimate care
- Carry out a risk assessment of the toileting process and areas used
- Consider if a child soils themselves then what additional support the child and staff may need
- Encourage children to undress and dress themselves as much as possible. Should help be needed staff will first ask the child's permission before removing any clothes, for example, "can I help you pull down your trousers?"
- Involve the child as far as possible in his or her own intimate care
- Ensure that staff are familiar with New Hinksey C.E. Primary School's Safeguarding Policy including the section on allegations against staff
- Ensure another member of staff is present in the area at all times during the intimate care of a child
- Ensure all staff are up to date with their safeguarding training

Should staff observe any unusual markings, discolouration's or swelling, including the genital area, these will be reported immediately, following school policies and procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately to the Headteacher.

Health and Safety

This should include:

- Staff to wear disposable gloves whilst changing a child
- Soiled clothing or underwear to be placed in a tied plastic bag in the child's personal bag and will be returned to parents at the end of the school day
- Toilet areas to be left clean
- Hot water and soap available to wash hands as soon as changing is done
- Paper towels are available to dry hands

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