

St Thomas Becket Catholic Primary School

Intimate Care Policy

Date	Review Date	Drawn up by	Committee Approving
Spring 2021	Autumn 2024	SLT	Main GB

St Thomas Becket Primary School recognises that some children with additional needs and other children's home circumstances may result in children arriving at school with under developed toileting and personal care skills. The aim of this policy is to ensure that appropriate provision is made for such children. This policy also aims to clarify the school's position in supporting children who have no additional needs but who soil occasionally within the school day.

St Thomas Becket Catholic Primary School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

The school takes seriously their responsibility to safeguard and promote the welfare of the children and young people in their care.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Definition:

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Some pupils may be unable to meet their own care needs for a variety of reasons and may require regular support (a care plan will be in place for these pupils).

Prior to starting at St Thomas Becket Primary School parents/carers will be reminded of the school's expectation that pupils should be toilet trained before they start school. This policy will be shared during school home visits, in the induction pack as well as during parents' induction meetings in school. If a child is not fully toilet trained before starting school, the parents/carers must inform the school. A meeting will then be arranged prior to a start date being given. It is essential that parents / carers recognise they are responsible for any training / changing routines for their child. School is not responsible for toilet training a child. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded. Where a parent is aware of any concerns or issues around their child's toileting routine at any age, they should discuss the issues with the school. If incidents of soiling are likely to be a regular occurrence then a care plan will need to be put in place after consultation between the school, the pupils' parents/guardians and if appropriate, other outside agencies.

Our approach to best practice:

- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are and fully aware of best practice.
- Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years. Staff will always encourage children to attempt undressing and dressing unaided.
- Staff from St Thomas Becket Catholic Primary School will work together in partnership with parents to support each child towards independent use of the toilet.
- If tending to a child who has soiled themselves during the school day staff will respond sensitively and professionally.

If 'accidents' occur which the child can tend to themselves, the child will change into dry clothing, and wet items will be sent home for washing. The child's independence will be encouraged as far as possible in his/her care and reassurance given. The parent will be informed and requested to return the borrowed items of clothing when laundered.

If there is an occurrence of heavier soiling which may require staff to provide care at a more personal level:

- In the first instance parents will be contacted and invited in to tend to the child.
- Staff will provide further intimate care in the following situations:
 1. If parents/guardians cannot be contacted - **staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.**
 2. If the parents/guardians are unable to come to school.
 3. If the child is very distressed or suffering unduly

There may be occasions when staff will make the child as comfortable and clean as possible but parents may still be required to come and take the child home if the soiling indicates that the child has a stomach bug, if the child has vomited or if further cleaning may be required e.g. bath or shower.

Staff will follow set procedures for this intimate care:

- The child will be removed to a less public place to maintain dignity and avoid a feeling of humiliation;
- If appropriate, the child will be encouraged, through guidance and assistance, to clean themselves to make them more comfortable.
- When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If a child needs to be cleaned, staff will make sure that:
 - They inform another member of staff that they are changing a child – two members of staff should be in attendance – one will support the child in cleaning up (if required) and the other will act as chaperone. If the child has a care plan, the member of staff responsible for supporting/changing the child will be named in the care plan. Any member of staff in school can act as chaperone and where possible this should be a

member of staff working in the child's class/ year group/ phase. See appendix for names of staff designated to change children.

- Protective gloves are worn.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit, blood or excrement are wiped up and disposed of. If appropriate soiled clothing is put in a plastic bag, unwashed, and sent home with the child, however it may be necessary to dispose of soiled items for health and safety reasons.

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation

Child Protection:

Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Safeguarding Lead for Child Protection.

If a child makes an allegation about a member of staff, this will be investigated in accordance with the procedures for dealing with allegations against staff. (See Safeguarding Policy)

