

Intimate Care Policy

Safeguarding Statement

Everyone at Horton Grange shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in school and;
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in school.

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Introduction

Horton Grange 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, sensitive and caring manner at all times.

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

The school will make reasonable adjustments according to the requirements of the DDA, 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.

Aims

- To safeguard the dignity, rights and well being of children.
- To ensure children are treated consistently when they experience intimate care and are not distressed, embarrassed or in pain at any time.
- To provide guidance and reassurance to staff.
- To ensure parents and staff work in a close partnership to share information and provide continuity of care.
- To reassure parents that staff are knowledgeable about intimate 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. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Principles of best practice

- To allow the child to care for him/herself as far as possible, to encourage independence and to encourage him/her to carry out aspects of intimate care as part of his/her personal and social development.
- To provide appropriate facilities.
- To communicate with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- To show awareness of and be responsive to the child's personal reactions, their verbal and non verbal communications and signifiers.
- To use opportunities during intimate personal care to teach children about the values of their own bodies, to develop their safety skills and enhance their self-esteem.
- To promote independence at all times.

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- Children will be cared for by an adult in a place that ensures dignity for the child and close support for staff. In line with safeguarding systems, another member of staff will be present in order to safeguard children and staff.
- All incidents of intimate care will be logged on the intimate care record form by staff.
- Where a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential.
- Where regular intimate care is required due to a specific need, a care plan will be put in place. The emphasis will be on partnership between home and school. Where it is seen to be appropriate the care plan will involve working with other professionals such as health visitors.

Communication regarding intimate care

Home school visits

All children who attend Horton Grange Nursery and 2 year old provision receive a home school visit where intimate care procedures are discussed. Intimate care arrangements are verbally discussed in order for staff to ensure the needs of individual children are met appropriately. Parents of Nursery children are asked at this time to provide spare clothes in a bag regardless of whether their child is toilet trained. Where needed parents are also asked to provide spare nappies and wipes. Parents are required to sign and return the intimate care agreement form.

Sharing of policy

This policy will be shared with all parents of children in the Early Years Foundation Stage (including 2 years olds). This policy is also shared with older children where there may still be an intimate care need. Parents should read the policy guidance and return the agreement form.

Home school communication

Communication between home and school is vital, and information about intimate care will be communicated by telephone or personal contact as appropriate. A daily diary system will be operated between school and home where appropriate to document daily care. Confidentiality and dignity for the parent/carer should be maintained at all times.

Staff communication with children

Staff should always work in a reassuring, supportive and focused manner with the child when involved in intimate care. Appropriate use of language, signs, symbols, photographs or objects will be used.

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Responsibilities

It is the responsibility of the management team to provide staff with safeguarding training and provide an induction program for all staff to ensure they are familiar with the school's intimate care policy and individual care protocols for the children they are responsible for.

It is the responsibility of the staff to become familiar with the school's intimate care policy and adhere to health and safety policies. Only designated staff will liaise with parents/carers and other professionals to implement the agreed intimate care protocol. Staff will take part in training for any aspects of intimate care training.

Further guidance

- First aid policy
- Confidentiality policy
- Medicine policy
- Nappy changing guidelines
- Sun care procedures

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Appendix 1

HORTON GRANGE PRIMARY SCHOOL

INTIMATE CARE RECORD

Name of Child _____

Day (of the week)	Date	Time	Location	Reason for changing (eg wet, soiled, paint etc)	Comment	Staff signature	Staff witness signature

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Appendix 2

Personal Care Plan

Date:

Person Present:

What we want to achieve:

For to be fully toilet trained during the day only requiring a little adult support.

Steps to success	Agreed actions	By who?	By when?	Outcome/review

Agreed by:

Review Date:

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Appendix 3

Nappy changing Guidelines

- Children will be changed as and when is appropriate for their individual needs.
- Changing areas are warm and there are safe areas to lay young children down to be cleaned.
- Parents are asked to provide nappies, wipes and cream for their own child, this is discussed previously during home visits. Spare nappies and wipes are always available.
- Gloves and aprons are put on before changing starts and the areas are prepared. These are changed for each child.
- Mats are cleaned with antibacterial spray after each child has been changed.
- Staff wash hands and use alcohol gel after changing.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- Nappies and 'pull ups' are disposed of hygienically using clinical waste bins which are emptied daily.

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Appendix 4

Sun care Procedures

- Staff will ensure that shaded areas are provided prior to the children going outside to play i.e. covered verandas, den areas.
- Staff will place play equipment and activities in the shaded areas on warm days.
- Children are encouraged to play in the shaded areas at all times on hot days, but particularly between 11 am to 3 pm.
- All parents are asked to provide a sun hat for children on hot days and sun block is to be applied by parents before coming into the setting. In the absence of a hat being provided by parents a spare one will be given.
- High factor sun block will be applied frequently to the exposed areas of the children's bodies. Parent /carers will be requested to supply their own sun block appropriate for children with a minimum FACTOR 50.
- In the instance of a child having no sun lotion the childcare setting will provide sun block.
- Staff will obtain parental consent before we can apply either sun block brought in by parents or provided by ourselves.
- Staff to ensure the availability of spare sun hats (with flaps) and sun block (minimum factor 50). Staff will ensure that each child has a sun hat and encourage them to be worn at all times and that sun block is applied frequently as agreed in the child's admission form.
- Parents are asked to provide a named water bottle and children will have access and be offered water more frequently in hot weather to avoid dehydration.
- Staff will teach children about the importance of staying safe in the sun.

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Appendix 5

Name of child..... Class:

I **do / do not** give permission for 'Nivea Kids' Sun cream Factor 50 to be applied to my child (please delete as applicable).



Please return to your child's class teacher.

Signed.....date.....

If providing your own sun cream, please provide us with details below:

.....
.....
.....

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Appendix 6

Intimate Care Policy Parental Agreement Form

I agree that I have read or discussed the principles of the Intimate Care Policy.

Name of child: _____ Class: _____

Signature of Parent/Carer: _____

Print name: _____

Date: _____

Signature of school representative

Signature of Parent/Carer: _____

Print name: _____

Date: _____