



Goldsmith Primary Academy

Intimate Care Policy

Date: November 2022

Review Date: November 2024

Rationale:

Goldsmith Primary Academy 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.

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 help with washing, toileting or dressing. It also includes supervision of children involved in intimate self-care.

Goldsmith Primary Academy recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

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

- Child Protection and Safeguarding Policy
- Health and Safety Policy and Procedures
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs Policy
- Positive Handling Policy
- Staff Code of Conduct

Goldsmith Primary Academy 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 and have an enhanced DBS. Goldsmith Primary Academy 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 or pain. Staff will work in close partnership with parents/carers to share information and provide continuity of care.

Best Practice

- Staff who provide intimate care at Goldsmith Primary Academy are trained to do so including in child protection and health and safety training in moving and handling, where appropriate, and are fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.
- 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 his/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, such as school nurses or physiotherapists will be invited to review these plans. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns (such as past abuse) should be noted and taken into account.
- Where a care plan or ITP 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).
- Information on intimate care should be treated as confidential and communicated in person, by telephone, by sealed letter, or by private message using the ClassDojo system. Every child's right to privacy will be respected.
- Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level.
- For a child with a care plan, two members of staff will assist with an intimate procedure. Each member of staff is to be accompanied by another adult in the incident of an accident. In EYFS, pupils may be changed by one member of staff but this will not be in a room with the door closed and with other staff in close proximity.
- This is a safe working practice to protect children and to protect staff from allegations of abuse.
- The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.
- Sensitive information will be shared only with those who need to know.
- The staff member responding to the intimate care needs should be known to the child and have appropriate safeguarding checks, typically this may be a teaching assistant, behaviour mentor, nursery nurse etc. Teachers are able to support but removing a teacher could impact on the quality of education for others. Likewise where an additional colleague is leading teaching and learning eg delivering a phonics group and alternative familiar adult will complete the intimate care.
- Colleagues should address any concerns they have with this policy with SLT in the first instance and any safeguarding concerns should be shared with the DSL, in line with our Safeguarding Policy.

Safeguarding and Child Protection

Members responsible for governance and staff at Goldsmith Primary Academy recognise that children with special needs and disabilities are particularly vulnerable to all types of abuse. 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 Designated Safeguarding Lead (DSL) using procedures outlined in the Child Protection and Safeguarding Policy.

Physiotherapy

- Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.
- Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.
- Adults (other than the physiotherapist) carrying out physiotherapy exercises with pupils should be employees of the school.
- Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

Medical Procedures

- ITPs or care plans will only be carried out by staff who have been trained to do so.
- Any members of staff who administer first aid should be appropriately trained.
- If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

Record Keeping

A written record is updated every time a child has physiotherapy or requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. These records will be kept on CPOMS.

Intimate Care in EYFS

No child is excluded from participating in our EYFS who, for any reason, is not yet toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We take the view that toilet training is a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

- All staff are responsible for changing nappies and toileting incidents in their designated classes.
- Nappy changing and any other intimate changing will take place in the designated changing area.
- Children's nappies/pull ups/clothing are placed in the changing area; accessible for adults.
- Gloves and aprons are put on by staff before changing starts and the area is cleaned with antibacterial spray/ wipe before and after each change.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, all staff will ensure that nappy changing is relaxed and a time to promote independence in young children.
- Children are encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- All staff are gentle when changing; they do not pull faces or make negative comments about 'nappy contents' or children's genitalia.
- Nappies and pull ups are disposed of hygienically. All nappy or pull ups are bagged and put in designated bins. Cloth nappies, trainer pants and ordinary pants that are wet or soiled are rinsed and bagged for the parent to take home.
- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the nursery, this may constitute neglect and will be a disciplinary matter.
- Pupils may be changed by one member of staff but this will not be in a room with the door closed and with other staff in close proximity.