Intimate Care Policy

St. Mary's RC Primary School

Mission Statement

We live learn and grow together with Jesus through:

- Showing love to all
- Encouraging friendship to include everybody
- Acting with honesty through prayer
- Being thankful for all God's gifts
- Remaining respectful through our actions
- Forgiving someone when they are sorry
- Displaying patience by being calm and caring
- Demonstrating compassion to everyone in God's family
- Leading in service by supporting our school community

Written by: Laura Wolstenholme
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Policy will be reviewed: Annually

Introduction

St Mary's R.C. Primary School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or cleaning up after a child has soiled him/herself.

Parents/carers must endeavor to ensure that their child is continent before admission to school (unless the child has additional needs). Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs

It is expected that most children should be able to carry out personal care tasks for themselves. This policy has been written for those children who are unable to do carry out personal care tasks due to physical disability, special educational needs associated with learning difficulties, medical needs or delayed development.

Aims and Objectives

This policy aims:

- to provide guidance and reassurance to staff and parent/s.
- to safeguard the dignity, rights and well-being of children
- to assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

Parental Responsibility

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents. Prior permission must be obtained from parents before Intimate care procedures are carried out. (See Appendix 2) Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. Exchanging information with parents is essential through personal contact, telephone or written correspondence.

What the school expects of parents:

- Parents/carers will discuss any specific concerns with staff about their child's toileting needs prior to them starting at our school.

- Parents accept that on occasions their child may need to be collected from school.

- Parents/carers will provide baby wipes and changes of clothing for any child with a personal toileting policy.

Staff Responsibilities

Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should always be carried out by an assigned member of staff.

The following steps will be taken to ensure health and safety of both staff and children:

1. Alert another member of staff

2. Escort the child to a changing area i.e. designated toilet area: Rec Toilet- door area to be blocked from other children where possible

3. Collect equipment and clothes

4. Adult to wear gloves and an apron

5. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult

6. Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin

7. Adult to support child to change into clean clothing, wash their hands and return to class

8. Adult should wash their hands thoroughly after the procedure

9. Area to be cleaned and disinfected by adult before returning to class

10. If a child is severely soiled, the normal process is to be followed. However, the class teacher must contact the parent/carer immediately to explain that they will need to come to school and that the child may need to be showered at home and then returned to school

Special Educational Needs

The school recognises that some children with SEN may arrive at school with under developed toilet training skills. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN & Disability Act 2001 & Part 1V of the disability Discrimination Act 1995.

If a child's toileting needs are substantially different than those expected of a child his/her age, an individual toileting programme will be agreed with parents. If there is no progress over a long period of time, the SEN Co-ordinator will seek further support, e.g. a referral to the G.P so that an assessment can be made as to whether the child needs a specialist intervention.

The management of all children with intimate care needs will be carefully planned. 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.

Child Protection

If the toilet management plan (See Appendix 1) has been agreed and signed by parents, children and staff involved, it is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children 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 changes in a child's presentation (unexplained marks, bruises or soreness for example) the recognised child protection procedures should be followed. If a member of staff notices any changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. The agreed Child Protection procedures will be adhered to at all times.

Monitoring and Review

This policy is monitored by the Governing Body and it will be reviewed every year or earlier if necessary.

Appendix 1

TOILET MANAGEMENT PLAN

Child's Name: DOB:

Name of Support Staff Involved:

Area of need:

Resources required:

Location of suitable toilet facilities: Rec Toilet Area

Support required:

Frequency of support:

Signed by:

Parents/Carer:_____

Support Staff:

:_____

:_____

SENCo:_____

Class teacher: _____

Date:

Review date:

Appendix 2

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

There may be occasions where your child may have an accident at school e.g. soiling or wetting and our staff may need to provide intimate care to support your child to change out of their clothing. Please read the following statements to confirm that you agree to the staff of St. Mary's's R.C.
Primary School providing intimate care, when appropriate.

- I give permission to St. Mary's R.C. Primary School to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting
- I agree to provide school with a spare pair of underwear/trousers that can be kept on my child's peg
- I will advise the school of any medical complaint my child may have which affects issues of intimate care
- I understand that there may be occasions, such as extreme soiling, that my child will need to be changed by myself and I may need to come to school
- I agree to provide baby wipes, nappies and changes of clothing for my child, if needed
- I understand that my child will be treated with dignity and privacy and I will receive an intimate care record slip, if any intimate care has been provided

Child's name:

Signed:

Relationship to child:

Date: