



Intimate Care/ Continence Policy

Date	Amendment	Approval
24.5.17	Complete revision	SIC

Rationale

Viewley Hill Academy recognises our responsibility in meeting the needs of all our pupils and will make reasonable adjustments to ensure we do this. Some children who attend our school require help and support with some aspect of their intimate and personal care. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The issue of intimate care is a sensitive one and the child's dignity should always be preserved with a high level of respect and privacy. No child should be attended to in a way that causes distress, embarrassment or pain. For the purpose of this policy, intimate care is defined as any care requiring close personal contact which involves washing, touching or carrying out an invasive procedure to intimate areas. In the majority of cases this will involve cleaning up a child after they have soiled themselves but it may be a more specific procedure if a child has particular needs.

Aims

- To ensure that children are treated with sensitivity and respect
- To ensure that children are not treated differently because of their intimate care needs
- To ensure that the school has procedures in place for intimate care that safeguard both staff and children
- To establish clear procedures and ensure consistency in the handling of intimate care

Best Practice

- Delivering intimate care of a high quality that maintains a child's dignity requires careful planning that reflects each child's individual needs. This policy covers our general procedures but specific care will always be planned and agreed with parents and carers. This will usually be in the form of a Health Care Plan.
- Staff who provide intimate care are trained to do so and are fully aware of best practice. All staff have received safeguarding training and, where required, training in lifting and handling. In the event that a child has specific care needs, staff will be appropriately trained.
- Students and apprentices are not routinely expected to be involved in intimate care procedures and should only do so when this has been agreed with a senior member of staff and under the supervision of another member of staff.
- Volunteers should never be involved in intimate care procedures.
- Efforts should be made to ensure that the child is comfortable and relaxed by discussing the procedure with them in a friendly and reassuring way throughout the process.
- Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist.
- All adults involved in any kind of intimate care or personal care are subject to a DBS check.
- The child will be supported to achieve the highest level of autonomy that is possible given their ages and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the individual.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted/changed. Where possible a child will be catered for by one adult unless there is sound reason for having more than one adult present. If this is the case, the reasons should be clearly documented.

Early Years Foundation Stage (EYFS)

Many children in the early years are not yet toilet trained when they join the setting. There is no expectation that this must happen prior to admission and staff will work closely with parents and carers to support the process of toilet training. Even children who are toilet trained may have the occasional accident when they are engrossed in their learning and play.

- Children who are still wearing nappies or pull ups must have their own supplies, including wipes, in school.
- Parents are asked to sign a Continence Parental Agreement consent form prior to admission giving staff the permission to deal with all of a child's care needs.
- If a parent does not give consent, the school will contact them in the event of a need. The child will be comforted and kept away from other children to preserve their dignity until their parent arrives. They will not be left alone and will remain fully clothed. If a parent is unable to attend school, verbal consent to change may be given. This must happen on each occasion that the child soils.
- In the event that a parent or other emergency contact cannot be contacted, the head teacher should be consulted and a decision made whether to provide the care needed.
- Children are changed in the toilet area of nursery and a changing mat is used. In Reception, children may be changed in the toilet area or if a changing mat is needed, the nursery toilet area may be used

Beyond the Early Years

Some children may still require intimate care in Key Stage 1 and 2. This may be as a result of some form of disability or long term health problem. Consideration is given to the different needs of these children.

- Where possible, care will be planned and negotiated with the child to ensure that their wishes are heard as part of a Health Care Plan.
- Where possible, the child should be able to express a preference over which member of staff provides or assists with their care.
- Where possible, the child should be able to lead the sequence of care to ensure that the pace and pattern is comfortable to them.

Hygiene

Hygiene procedures are important in protecting children and staff from the spread of infection and the necessary equipment will be provided to ensure that this happens.

- All staff are aware of the procedures for avoiding infection and must follow basic hygiene procedures.
- Protective gloves should be worn at all times and disposed of in the appropriate bin after use.
- Changing mats and tables will be cleaned thoroughly between each use with the appropriate cleaning materials.
- Any spillages or leakages should be cleaned immediately using the appropriate cleaning materials.
- Where possible soils and spills should be disposed of down the toilet.
- Nappies and pull ups should be bagged and disposed of in the appropriate bin.
- Soiled clothing should be bagged, unwashed, and sent home with the child.
- Any damaged or torn equipment such as changing mats should be immediately discarded.

Safeguarding

Safeguarding children has the highest priority in our school and it is the responsibility of all staff to ensure that our practice reflects this.

- The school's Safeguarding Policy and Procedures will be adhered to at all times.
- All children will be taught personal safety skills carefully matched to their age and level of understanding.
- Staff carrying out intimate care procedures should inform another member of staff when taking a child out of a classroom for this purpose.
- Children should not be left alone or unattended during toileting or changing procedures. Care should be taken if using a changing table.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises or soreness, they should report these concerns to the Class Teacher or another senior member of staff in the event of her absence.
- All concerns should be recorded on our internal monitoring system.
- If a child becomes distressed whilst care is being given, it should be stopped and advice sought from a senior member of staff. Attempts will be made to calm and reassure the child and continue the care.
- If a child becomes distressed while being cared for by a particular member of staff, this will be investigated by a senior member of staff and an alternative staff member provided.
- The normal procedure of providing intimate care should not raise safeguarding concerns and there is no requirement to have two members of staff present. The exceptions to this are when a specific medical condition exists that requires a complex procedure and where there is a known risk of false allegation by a child.
- If a child makes an allegation against a member of staff, the necessary procedures will be followed in line with the school's Safeguarding Policy.
- We have an equal opportunities policy and safeguards in place for all staff to follow. A male employee must be treated equally and should carry out the same tasks as any other employee in that role - this includes changing nappies or taking children to the toilet.

Intimate care away from school premises

Visits and activities outside of the school building are a normal and exciting part of our curriculum and children requiring some form of intimate care should have the same access to these opportunities as other children.

- All activities must be carefully planned to ensure that the same high standards of care are provided outside of school as inside of school.
- Consideration should be given to intimate care needs as part of the risk assessment process for educational visits and activities out of school and in line with their Health Care Plan.
- Staff should ensure that any location has the necessary facilities before planning any visit.

Child Protection

The normal process of changing a nappy should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for nappy changing and DBS checks are carried out to ensure the safety of children with staff employed in EYFS settings. If there is known risk of false allegation by a child then a

single practitioner should not undertake nappy changing. A student on placement should not change a nappy unsupervised

Home-setting/school agreement

Definition of responsibilities that each partner has, and the expectations each has for the other. These include:

Parent/carer:

- Agreeing to ensure that their child is changed at the latest possible time before being brought to the setting/school
- Providing the setting/school with spare nappies and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school
- Agreeing to inform the setting/school should their child have any marks/rash
- Agreeing to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.
- Agreeing to review arrangements should this be necessary

School:

- Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed should the child be staying for the full day
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to follow appropriate procedures should the child be distressed or if marks/rashes are seen- follow Safeguarding Policy
- Agreeing to review arrangements should this be necessary

Continence Policy Parental Agreement

Child's Name: _____

As a Parent/carer I:

- Agree to ensure that my child is changed at the latest possible time before being brought to school
- Will providing school with spare nappies and a change of clothing
- Understand and agree the procedures that will be followed when my child is changed at school
- Agree to inform school should my child have any marks/rash
- Agree to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home

School will:

- Change your child during a single session should the they soil themselves or become uncomfortably wet
- Agree with parent/carer how often their child will be changed should the child be staying for the full day
- Monitor the number of times your child is changed in order to identify progress made
- Follow the appropriate procedures for safeguarding

I am fully aware of the School's Continence Policy and procedures and my right to choose whether to allow the setting staff to change my child using the agreed policy or to be contacted by the school to change my own child whenever required.

Please tick all that apply;

- I give permission for my child's personal care needs to be undertaken by a member of staff.
- I wish to be contacted by the school whenever my child needs changing and will collect my child.
- I understand it is my responsibility to provide the setting with my child's own bag containing nappies/pull ups, spare pants/clothes. I will take responsibility to supply these daily.

Parent/carer's name: _____

Signed _____

Date: _____