A Policy for Intimate Care

Hillborough Infant and Nursery School

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This policy has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and it supersedes the HM Government Information Sharing Guidance for Practitioners and Managers published in March 2015.	

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Rationale

At Hillborough Infant and Nursery School, we are committed to safeguarding and promoting the welfare of all pupils. We recognise that all pupils, regardless of age, gender, disability, religion or ethnicity must be treated with dignity and respect when intimate care is given and ensure that all staff responsible for the intimate care of pupils or young people will undertake their duties in a professional manner at all times.

Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

Definition

Intimate care is any personal care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do so because of their young age, physical disabilities or other special needs.

It also includes supervision of pupils who are involved in intimate self-care.

Intimate care will usually be administered in the welfare room for infant school aged pupils, or in an appropriate allocated space for nursery pupils. Careful consideration is given in each instance of intimate care to determine how many staff need to be present, although it is acceptable for one member of staff to work with a pupil. In this instance, the staff will ensure that they leave the door open, whilst maintaining the dignity of the pupil.

Intimate care may include:

- Supporting a pupil with dressing or undressing;
- Cleaning a pupil who has soiled himself or herself, has vomited, or feels unwell;
- Changing or supporting the changing of a pupil wearing nappies;
- Assisting a pupil requiring medical care, who is not able to carry this out unaided.

Supporting a pupil with dressing or undressing

Staff always encourage pupils to dress and undress independently, although sometimes it will be necessary to aid them, particularly in the Early Years. In the classroom setting, staff will help the pupil as required, dependent on their level of need.

Cleaning a pupil who has soiled himself or herself, has vomited, or feels unwell

If a pupil needs to be cleaned, they will be taken to the welfare room where there are appropriate resources.
In the case where a pupil has soiled or wet himself or herself through a toileting accident, staff will follow procedure, (see appendix one), and the pupil will then return to their classroom.

If a pupil has soiled himself or herself as a result of illness, e.g. has vomited, welfare room staff will contact the pupil's parents and ask them to collect their pupil as soon as possible.

When touching a pupil, staff are always aware of the possibility of invading their privacy and will ensure they respect the pupil's wishes and feelings.

If a pupil needs to be cleaned, staff make sure that:

- Staff follow hygiene procedures and wear protective clothing;
- Protective gloves are worn;
- The procedure is discussed in a friendly and reassuring way with the pupil throughout the process;
- The pupil is encouraged to care for himself or herself as far as possible;
- Physical contact is kept to a minimum to carry out the necessary cleaning;
- Privacy is given to the pupil, appropriate to their age and the situation; ● All spills of vomit, blood or excrement are disposed appropriately.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the pupil;
- Clean clothing is provided by the school for the pupil to wear. A note is provided to parents, who are asked to wash the clothes they have borrowed and return them to school as soon as possible.

Changing or supporting the changing of a pupil wearing nappies

We encourage all our families to toilet train prospective pupils before they start at Hillborough Infant and Nursery School. This enables those pupils to be more independent and manage their own needs. To manage their own self-care is an important developmental area in the Early Years Foundation Stage Curriculum.

In line with the Disability Discrimination Act 2001 (amended 2005), we strive to ensure that all our pupils are able to access our setting fully, regardless of continence or incontinence. Toilet training is a self-care skill that our pupils are supported to learn. We fully support and work closely with the families of those pupils who are working through the toilet training process.
We encourage pupils being trained to wear suitable underwear to nursery or school as this aids their training. When a pupil has an accident and needs to be changed, staff follow the process outline above.

For those pupils who are not toilet trained due to medical reasons, parents are encouraged to engage with the Inclusion Manager. An appropriate Intimate Care Plan will be made in conjunction with the School Nurse, parents and other professionals that may be involved in the pupils care.

Where a pupil is wearing 'Pull-Ups', or a similar type of nappy, staff will support the pupil to change when required following the policy as above. We ask that parents provide spare 'Pull-Ups' for the pupil to change into, and nappy sacks for the soiled nappy to be sealed and returned to the parents for disposal.

Changing Nappies

Pupils that are not toilet trained or are in the process of being toilet trained and wear nappies, we ask that parents supply school or nursery with spare nappies, wipes and nappy sacks in a named bag on their peg. If a pupil requires the nappy to be changed, procedure will be as follows:

- Two members of staff to be present;
- A changing mat will be provided by the school. This will be located in the Visitors toilet for the Infant School, and in the Disabled Toilet in the Nursery;
- Staff will wear protective gloves, which will then be disposed of appropriately;
- One member of staff will change the nappy whilst the other member of staff supervises;
- Staff will only use the nappies and wipes supplied for the named pupil. Where wipes are not provided, staff will use a tissue/cotton wool with water only. Where nappies are not provided, staff will contact the pupil's parents;

- The used nappy will be sealed in a hand tied bag and placed in the nappy bins located in the disabled toilet near Nursery and the Disabled toilet near the Reception classrooms.
- A record will be made of the pupil's nappy being changed, with details of date, time and who was present. The parents will be informed at the usual collection time, unless there is a need to call them sooner.

Assisting a pupil requiring medical care, who is not able to carry this out unaided

See Administration of Medicines Policy

Record Keeping

Accurate records are kept for all pupils who receive intimate care (see Appendix 3). These records detail the date, time, name of the pupil, class, reason for visit and the action taken as well as the name of the staff member/s who provided the care. These records will include details of any intimate care given and are kept secure in the Yellow Class File.

If a pupil requires regular assistance with intimate care, an Intimate Care Plan will be put in place. This will be written in conjunction with the pupil (if appropriate), their parents, the school nurse, and other professionals that may have involvement with the pupil, i.e. the Occupational Therapist, or Physiotherapist.
This plan must be agreed and reviewed annually, although if circumstances change, a review will take place
earlier. Any historical concerns related to the pupil should be taken into account on the plan. (See Appendix 2)

Roles and Responsibilities

Staff

Only staff employed by Hillborough Infant and Nursery School are permitted to assist a pupil requiring intimate care. Volunteers, students and other visitors to the school are not permitted to administer intimate care and will ask a member of staff to assist the pupil.

All staff in school are required to complete safeguarding training.

Staff that carry out intimate care for a pupil are trained in First Aid, which includes health and safety, hygiene awareness and maintaining the dignity of pupils. Staff are fully aware of their obligation to adhere by the Code of Conduct and that confidentiality is paramount.

Staff are familiar with

the following: ●

Safeguarding

policy;

- Child protection procedures;
- Staff code of conduct and guidance on safer working practice;
- Health and safety policy and procedures.

All members of staff are aware that they are not obliged to administer intimate care. Where a staff member is uncomfortable providing intimate care, they will refrain from doing so and ask for another staff member to administer the intimate care required.

Parents

Hillborough Infant and Nursery School work closely with our parents to ensure that all pupils who require intimate care are cared for appropriately. Parents are required to inform school of any medical conditions or special needs that may require their pupil to need regular intimate care. In this instance an Intimate Care Plan will be written, as detailed in this policy.

When a pupil requires intimate care, parents are informed on collection of their pupil at the end of the school day, unless there is a need to contact them sooner.

For those pupils who are wearing nappies or 'Pull Ups', parents are asked to provide their own change of nappies or 'Pull Ups', wipes and nappy sacks, in a named bag, which will be left on the pupil's peg.

Pupils

We encourage all our pupils to administer their own intimate care as far as possible. When staff are required to support or administer intimate care, we remain aware of the principles that every pupil has the right to:

- Be safe;
- Personal privacy;
- Be valued as an individual;
- Be treated with dignity and respect;
- Be involved with their own intimate care and consulted throughout, wherever possible.

Every pupil has the right to express their views on their own intimate care, and have their views taken into account.

Safeguarding

Hillborough Infant and Nursery School takes its responsibility seriously when safeguarding and promoting the welfare of the pupils in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

Staff administering intimate care are required to inform the designated safeguarding officer if they have any concerns about a pupil. A written record will be made of these concerns.

If a situation arises where a member of staff becomes uncomfortable or distressed whilst aiding a pupil with intimate care, they must seek another member of staff for support and report the matter to the designated safeguarding officer immediately.

In the instance where a pupil voices their concerns, or becomes visibly uncomfortable or distressed, the staff member must seek another member of staff for support and report the matter to the designated safeguarding officer immediately.

Complaints

An individual wishing to make a complaint about the school's actions in supporting a pupil with intimate care should discuss this with the Headteacher in the first instance. If the issue is not resolved, then a formal complaint may be made, following the school's complaints procedure.

Monitoring arrangements

This policy will be reviewed by the Inclusion Manager annually. At every review, the policy will be approved by the Headteacher.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEN
- Supporting pupils with medical conditions

Appendix 1 - Procedure to support a pupil who has soiled themselves through a toileting accident.

- All employed members of staff in the school are permitted to assist a pupil who needs to change their clothing.
- The pupil will change their clothing in the welfare room where there is sufficient space and appropriate resources are available.

- Pupils are encouraged to dress and undress independently as far as possible.
- All staff follow hygiene procedures and access protective, disposable gloves.

When changing a pupil:

- Protective gloves are worn;
- The pupil is to be spoken to in a friendly and reassuring way throughout the process;
- Physical contact is kept to a minimum to carry out the necessary cleaning;
- Privacy is given to the pupil, appropriate to their age and the situation;
- All spills of vomit, blood or excrement are disposed of in the appropriate bin provided. The bin is situated in the welfare room;
- Soiled clothing will be wrapped up and sent home to parents.
- Soiled nappies and 'Pull-Ups' are placed in one of the Nappy Bins located in the Disabled Toilet outside Nursery and the Disabled Toilet in the Reception area.
- Clean clothing is provided by the school for the pupil to wear. A note is provided to parents, who are asked to wash the clothes they have borrowed and return them to school as soon as possible.
- For Reception, Year 1 and Year 2, a written record is kept of when the child has received intimate care (see Appendix 3).
- For Nursery, a Receipt from a Receipt book will be shared with parents of any records of changing (e.g. changing nappy or clothes following an accident at nursery) the original copy will be kept in the Yellow Class File.

Appendix 2 - Intimate Care Plan

Intimate Care Plan

Pupil:	
DOB:	
Name of contact and contact number:	
Parent to provide:	❖ **Nappies/ Pull Ups** ☐ ❖ **Wipes** ☐ ❖ **Nappy sacks** ☐ ❖ **Change of clothes** ☐
What strategies are being used at home to support toilet training?	
Agreed by parent: **I agree for Hillborough Infant School to carry out any toileting/personal care for my child.**	**Print name:** **Relationship to pupil:** **Sign:** **Date:**
Agreed by school:	**Print name:** **Designation:** **Sign:** **Date:**

Appendix 3 - Intimate Care Record

Date:	Time	Child's Name	Action:	Staff Member
