



ST JAMES HATCHAM
CHURCH OF ENGLAND PRIMARY SCHOOL

Intimate Care Policy
November 2019

Covid-19 update: September 2020

INTRODUCTION

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.

Staff involved with any pupil's intimate care need to be sensitive to their individual needs.

The Intimate Care Policy should be read in conjunction with the St James Hatcham Safeguarding Policy.

DEFINITION

“Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.”

Intimate care can include:

- Feeding
- Oral care
- Some elements of first aid
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Treatments such as enemas, suppositories, enteral feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care

PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles upon which the Policy are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

SCHOOL RESPONSIBILITIES

The Governing Body and Head Teacher must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy

- All staff where requiring specialist procedures must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care
- Intimate care arrangements must be agreed by the school, parents / carers and child (if appropriate).
- If a child has only specific toileting needs, school staff, in liaison with parents, should complete Appendix 1.

- If a child has a complex interaction of intimate care needs (e.g. catheterisation) Appendix 1 & 4 should also be completed. This should be completed in liaison with parents and any other external agencies involved.
- A record of any personal care undertaken should also be kept on a daily basis Appendix 2.
- St James Hatcham CE Primary School will make provisions for emergencies i.e. a staff member on sick leave. Additional trained staff should be available to undertake any specific intimate care tasks.
- Intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements.
- If a staff member has concerns about a colleague's intimate care practice, they must report this to the designated Safeguarding Leads.
- If a child requires very occasional intimate care e.g. fall in playground, a one-off toilet accident this should be recorded in Appendix 2 and an information note (Appendix 3) sent home to parents on the day the intimate care has taken place. All staff will can gain copies of both Appendix 2 and 3 from the school office.
- In the situation where a child needs some assistance with intimate care, where possible a permanent member of staff will help but toilet doors should be left unlocked. Another member of staff should be informed so that there is openness and shared information about what help was given. It should be noted that by the time a child starts school they will normally be expected to be independent in terms of their use of toilet facilities.

INTIMATE CARE IN SCHOOL DURING COVID-19

In addition to the existing Intimate care guidelines outlined in this policy, intimate care practices during Covid-19 will also adhere to the following:

- **All staff involved in intimate care will be will have access to a personal protective equipment care pack containing:**
 - apron
 - face mask
 - hand sanitizer
 - wipes
 - googles
 - gloves
- **Staff are not to support with intimate care without wearing the appropriate PPE**
- **PPE will be stored in the first aid room and in the disabled toilet**
- **Any equipment used will be disposed of in a lidded bin**
- **St James Hatcham staff will be following all government guidelines including: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>**

GUIDELINES FOR GOOD PRACTICE

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Staff involved with their intimate care need to be sensitive to their individual needs. Staff also need to be aware that some adults may use intimate care, as opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard children and staff.

- ✓ Try to encourage a child's independence as far as possible in his / her intimate care.

- ✓ Where the child is fully dependent talk with them about what is going to be done and give them choice where possible.
- ✓ Check your practice by asking the child / parent any likes / dislikes while carrying out intimate care and obtain consent. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- ✓ A lot of care is carried out by one staff member alone with one child. The practice of providing one-one intimate care of a child alone is supported, unless the activity requires two persons for the greater comfort/safety of the child, or the child prefers two persons. Make sure practice in intimate care is consistent
- ✓ As a child can have multiple carers a consistent approach to care is essential. Effective communication between parents / carers / agencies ensures practice is consistent. Be aware of own limitations
- ✓ Only carry out care activities you understand and feel competent and confident to carry out. If in doubt, **ASK**.
- ✓ Some procedures must only be carried out by staff who have been formally trained and assessed e.g. enteral feeding, rectal diazepam.
- ✓ Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse.
- ✓ The approach you take to intimate care can convey lots of messages to a child about their body worth.
- ✓ Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be relaxed, enjoyable and fun. If you have any concerns, you must report them
- ✓ If you observe any unusual markings, discolouration's or swelling including the genital area, report immediately to your designated safeguarding leads or Head Teacher.
- ✓ If during the intimate care of a child you accidentally hurt them, or the child appears to be sexually aroused by your actions, or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to your designated safeguarding lead.
- ✓ Report and record any emotional or behavioural response by the child.
- ✓ A written record of concerns must be made and kept in the child's personal file. (
- ✓ It is important to follow reporting and recording procedures.
- ✓ Parents / carers must be informed about concerns.
- ✓ The individual child's safety, dignity and privacy are of paramount importance.
- ✓ When intimate care is being carried out, all children have the right to dignity and privacy i.e. they should be appropriately covered, the door closed, or screens / curtains put in place.
- ✓ If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance.
- ✓ Report concerns to your Designated Safeguarding Leads and make a written record.
- ✓ Parents/carers must be informed about concerns.

FIRST AID

If a pupil suffers an injury to an intimate area of their body, the same principle of privacy, dignity and safeguarding should be adhered to.

- The child will be asked to show the adult the injury and if necessary and able to, remove their own clothing.
- If possible, a second member of staff will be present.
- The child will be treated in privacy (the other children may have to leave the area).
- If the genitals are injured (e.g. hit by a ball), a cold compress may be applied by the child on top of their clothing.
- For injuries where there is bleeding (unless it is a medical emergency or causing immediate distress) the parent should be called to attend.
- A written record will be retained, and the parents always informed of the injury.

HYGIENE PROCEDURES

- Staff to wear disposable gloves and aprons
- Soiled nappies to be double wrapped and placed in a hygienic disposal unit.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels available for drying hands.

COMMUNICATION WITH CHILDREN

- It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. e.g. words, signs, symbols, body movements, eye pointing.
- To ensure effective communication: Make eye contact at the child's level. Use simple language and repeat if necessary. Wait for response. Continue to explain to the child what is happening even if there is no response. Treat the child as an individual with dignity and respect.

RESIDENTIAL SCHOOL TRIPS

- **ALL PUPILS WILL BE BRIEFED ON SAFEGAURDING ISSUES PRIOR TO THE TRIP**
- Educational visits are an important part of our Key Stage 2 school experience. Particular care is required when supervising pupils in this less formal setting. As with Extra-Curricular Activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by our Child Protection procedures and Positive Behaviour Policies.
- Some specific Intimate Care issues may arise in a Residential context.

Showering – ON SCHOOL TRIPS

- Children are entitled to respect and privacy when changing their clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations, and to ensure that bullying, teasing or other unacceptable behaviour does not occur.
- This means that staff should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.
- Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore Staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as children or shower with children.
- It is best practice in our school that when an incident has taken place that has necessitated a member of staff to be present when children are changing that an incident report is made.

Night-time Routines

- It is established practice that the children's bedrooms are private spaces and anyone else wanting to enter the room should knock and announce their intention to enter.

IF IT NECESSARY TO ENTER A PUPILS ROOM DURING THE NIGHT THERE WILL ALWAYS BE TWO MEMBERS OF STAFF IN ATTENDANCE

- At bedtime, children are given a set amount of time to change and prepare for bed and will be told when the supervising teachers will visit the rooms to check all is okay and switch off

the lights. A reciprocal arrangement is in place in the mornings. There are occasions when incidents take place during the night and the need arises to:

1. Assist a child to change his / her clothes
2. Change a child who has soiled him / herself
3. Provide comfort to an upset or distressed child
4. Assist a child who requires a specific medical procedure and who is not able to carry this out unaided. Guidance as above will be followed with the support of an additional member of staff in attendance.

Appendix 1



ST JAMES HATCHAM
CHURCH OF ENGLAND PRIMARY SCHOOL

ST JAMES HATCHAM CE PRIMARY SCHOOL **PARENTAL PERMISSION TO ADMINISTER INTIMATE CARE**

Child's Last name	
Child's First name	
Male/Female	
Date of birth	
Parent/carers name	
Address	

I give permission for staff at St James Hatcham School to provide appropriate intimate care support to my child (e.g. changing, help with changing or following toileting).

The procedure that designated staff will follow is detailed in the Intimate Care Policy

I understand that staff will endeavour to encourage my child to be independent where possible.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Signed:
Relationship to Child:

Date:

Signed:
Head Teacher

Date:



ST JAMES HATCHAM
CHURCH OF ENGLAND PRIMARY SCHOOL

Appendix 3

INFORMATION NOTE TO PARENTS / CARERS

Record of change of clothing

Your child: _____ Required a change of clothes on:

Because:

Items Changed: _____

Supervised/Assisted by: _____

Own items – Please restock changing bag ASAP.

School items – Please return, cleaned, to your child's class teacher ASAP.

Appendix 3

INFORMATION NOTE TO PARENTS / CARERS

Record of change of clothing

Your child: _____ Required a change of clothes on:

Because:

Items Changed:

Supervised/Assisted by: _____

Own items – Please restock changing bag ASAP.

School items – Please return, cleaned, to your child's class teacher ASAP.

Appendix 4



ST JAMES HATCHAM
CHURCH OF ENGLAND PRIMARY SCHOOL

Personal Care Management Plan

Pupil's Name:	Date of Birth:	Condition:
----------------------	-----------------------	-------------------

Details of assistance required:

Facilities and equipment: (Clarify responsibility for provision of supplies, e.g. parent/carer/school/other)

Staffing Name	Back up Name
Training needs (individual staff must keep signed/dated records of training received in addition to school and setting held records. A record should be completed when training has been delivered and kept as part of the care plan)	

Curriculum specific needs

Arrangements for trips/transport:

Procedures for monitoring and complaints: (including notification of changing needs by any relevant party)

--

This plan has been agreed by: -

Name:	Role:	Date:
--------------	--------------	--------------

Signature

Date of Review

Names of Persons & Organisations involved:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.