

W. A. S. P. S



Policy for
Intimate Care
at
WESTON ALL SAINTS
C of E PRIMARY SCHOOL

The Bath and Mendip Partnership Trust

Approved by:

Chair of Governors
Headteacher

Date: 22.10.2020

Written :

October 2020

Next review due by:

October 2021

1. Introduction

Rationale

At Weston All Saints C of E Primary School it is our intention to develop independence in each child, however there will be occasions when adult help is required. Our Intimate Care Policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our Safeguarding of pupils. The principles and procedures apply to everyone involved in the intimate care of children. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Equality Act 2010

This policy has been revised in October 2020 to include guidance from the Department for Education (DfE) for the coronavirus (Covid-19) pandemic.

Guidance documents cited are:

Covid 19: cleaning in non-healthcare settings (last updated on 15th July 2020)

Conducting a SEND risk assessment during the coronavirus outbreak

Coronavirus (Covid-19): implementing protective measures in education and childcare settings (last updated 20th June 2020)

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (last updated July 21st 2020)

The policy relates to the intimate care of children who are not displaying symptoms of coronavirus. If coronavirus is suspected, follow the DfE guidance for managing a suspected case.

2. Aims and Objectives of Policy

The aim of this policy is to enable staff to carry out intimate care for pupils in a safe, consistent and appropriate way which respects the dignity, privacy and needs of the child whilst also safeguarding both the child and the adults providing the care.

The policy aims to guide staff in their safeguarding responsibilities and the need to ensure the highest standards of hygiene while carrying out intimate care procedures.

The policy also contains additional guidance for intimate care during the Covid-19 pandemic.

3. Main Body of Policy

Definition of intimate care

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident.

Intimate care is any care which involves washing, touching or carrying out a procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Such activities can include:

- toileting
- feeding
- oral care
- washing
- showering
- changing clothes
- administering first aid or medical assistance
- supervision of a child involved in intimate self-care
- providing advice to enable a pupil to attend to their menstrual care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Responsibilities

- The Governing Body has overall responsibility for the implementation of the Early Years Intimate Care Policy.
- The Governing Body has overall responsibility for ensuring that the Intimate Care Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender or disability.
- The Governing Body has responsibility for handling complaints regarding this policy.
- The Early Years lead teacher will be responsible for the day-to-day implementation and management of the Early Years Intimate Care Policy.
- Staff, including teachers and support staff, will be responsible for following the Intimate Care Policy.

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.
- Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.
- Members of staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based.

Every child has the right to:

- be safe
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be involved and consulted in their own intimate care to the best of their abilities
- express their views on their own intimate care and to have such views taken into account
- have levels of intimate care that are appropriate and consistent
- have their risk of coronavirus infection minimised

General Principles

- The school is not responsible for toilet training in the Early Years Foundation Stage.
- The school is not responsible for providing wipes or spare clothes
- Parents are required to provide spare clothing, even if their child is toilet trained, in case of accidents
- If a pupil, known to be toilet trained, begins having accidents on a regular basis, parents will be informed
- Parents will be informed of any intimate care that has taken place, on the same day
- For those pupils in Upper Key stage 2 who have periods, parents should provide suitable sanitary products
- A supply of sanitary products is kept in the Upper WASPS Medical Room and accessible toilet near Year 6 in case of unforeseen events and to minimize pupil distress at such times
- The school aims to work with parents and carers to ensure their child's needs are identified, understood and met
- Every child has the right to have their risk of coronavirus infection minimized. However, the school cannot guarantee that the child will not be exposed to coronavirus

Health and hygiene

When dealing with the child

- To prevent the spread of infection, staff will wear disposable gloves and aprons when dealing with a toileting incident or any incident that requires close, physical contact with a child.
- Children will be supported with changing their clothes in the toilets.
- If soiled, the child will be encouraged to use wet wipes to clean themselves.
- If appropriate for the individual child, showering may be preferable and easier. Staff will use their professional judgement in each situation.
- A parent/carer will be contacted in advance if showering is required.
- The shower in the accessible toilet in Little WASPS should be available for use.
- Each incident of soiling will be recorded and the information passed on to the parent/carer at the end of the day.
- **If coronavirus is suspected, staff will follow DfE guidelines for dealing with a suspected case of coronavirus**
- If the child has diarrhoea and/or is sick, parents will be contacted to collect their child and take them home.
- Parents must be advised to keep the child at home for 48 hours after the last episode of sickness or diarrhoea.
- **If other symptoms then present including a high temperature, a new continuous cough or loss of taste or smell, then the policy for dealing with a suspected case of coronavirus will be followed.**

When cleaning an area following an incident

- The area will be cleaned after use. Gloves and an apron will be worn while cleaning takes place
- Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces. Either a combined disinfectant detergent solution at a dilution of 1000 parts per million available chlorine or a household detergent followed by disinfection should be used
- Manufacturer's instructions for all cleaning products will be followed
- Splashes and sprays when cleaning will be avoided
- Cloths and mop heads, gloves and aprons will be put in a plastic rubbish bag and tied when full. Bags can then be put in with normal waste
- Any items that are heavily contaminated with bodily fluids that cannot be cleaned, should be disposed of
- Secure bins have been provided outside each building for the disposal of used PPE. These are through the fire exit door on Lower Street near 6M, near the waste compounds in Little WASPS and Middle WASPS
- Soiled pants/nappies will be tied in a nappy sack and handed to the parent/carer at the end of the day
- Hands will be washed with liquid soap and water for 20 seconds after all PPE has been removed
- A hot air dryer/paper towels are available for drying hands

Safeguarding

- Should marks, bruises or injuries be found on a child when supporting them with changing, staff members are required to follow the school's Child Protection & Safeguarding Policy and report it to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads. Further details can be found in the school's Child Protection & Safeguarding Policy

Adhering to the following guidelines of good practice should safeguard both children and staff:

- Involve the child in the intimate care
- Try to encourage a child's independence as far as possible in his or her intimate care

- Adults should not assist with intimate or personal care tasks which the pupil is able to undertake independently
- Adults must consider the supervision needs of the pupils, avoid visually intrusive behaviour and only remain in the room when it is required
- Where a situation renders a child fully dependent, talk about what is going to be done before a procedure begins and give choices where possible
- Check your practice by asking the child or parent about any preferences while carrying out the intimate care
- Treat every child with dignity and respect and ensure privacy at all times especially when changing, toileting and showering
- Intimate or personal care should not involve more than one member of staff unless the pupil's care plan specifies the reason for this
- The staff member should try to ensure another appropriate adult is nearby and aware of the task to be undertaken and that they are visible and/or audible
- Intimate care should not be carried out by an adult that the child does not know
- No adult should assist with intimate or personal care without confirmation from the SLT that the individual is not barred from working in regulated activity
- Temporary and visiting staff should not undertake care procedures without appropriate training
- Any pupil who could be expected to require intimate care should have an Individual Healthcare Plan in place which has been written in consultation with the parents/carers and pupil
- Any changes to the IHP must be made in writing and the reason for the change justified and shared with the pupils and parent/carer
- Make sure practice in intimate care is consistent. As a child may have multiple carers and a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent
- Ensure any incidents where a child has received intimate care are reported to parents/carers
- A signed record should be kept of all intimate and personal care tasks undertaken, and where they have been carried out in another room, should include times left and returned
- If the intimate care is a regular, planned event due to SEND there should be regular communication between home and school. This may be in the form of a home-school books, or a more formal record kept in the case of pupils with specific medical needs. In this case the School Nurse will be involved and may support staff and parents by advising what sort of information should be recorded, and monitoring the provision in school.
- **During the coronavirus pandemic, an individual risk assessment should be completed**
- Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed
- Promote positive self-esteem and body image. 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 both efficient and relaxed
- If you have any concerns, you must report them. If you observe any unusual markings, discolouration or swelling report it immediately to a DSL/DDSL
- If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to a DSL/DDSL
- Relevant information about any pupils who are vulnerable is shared with all teachers in order that everyone can be vigilant and prepared to handle any situations arising in the day with care and sensitivity.

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. Depending on their maturity and levels of stress children may communicate using different methods – words, signs, symbols, body movements, eye pointing, etc.

To ensure effective communication:

- make eye contact at the child's level
- use simple language and repeat if necessary
- wait for their 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

Staff development

- Staff must receive Child Protection & Safeguarding training every year
- Staff must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and guidelines within the context of their work
- Whole school staff training should foster a culture of good practice and a whole school approach to intimate care
- It is imperative for the school and individual staff to keep a dated record of all training undertaken

The school ensures that toilet facilities are easily accessible and well-maintained with liquid hand soap, hot air dryers and paper towels to promote children's awareness of good hygiene practices and developing independence.

During the Coronavirus pandemic extra emphasis is being placed on good hygiene and pupils are reminded to wash their hands more often and at specific times throughout the day.

4. Publication of Information

This policy will be published on our website and shared with staff via email.

5. Review of Policy

The Governing Body regularly reviews this policy and its implementation.

This policy will be reviewed May 2021 but revisions may be made sooner in response to new advice from the DfE during the Covid-19 pandemic.