Intimate Care Policy

Harriers Banbury Academy

Version control	
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Introduction

At Harriers Academy we recognise that all children have different rates of development and differing needs during their time at school.

Most children achieve continence before starting full-time school. With the development of more early years' education and the drive towards inclusion, however, there are many more children in mainstream educational establishments who are not fully independent. Some children remain dependent on long term support for personal care, while others progress slowly towards independence.

The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned.

Difficulties with continence severely inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to the continence needs of our pupils where necessary.

Aims

We take our duties to safeguard and promote the welfare of our pupils seriously. Intimate care falls within this.

These duties are outlined in Section 175/157 of the Education Act 2002. In meeting these duties, we will adhere to Keeping children safe in education (Department for Education).

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and we will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To support pupils with medical conditions, in line with section 100 of the Children and Families Act 2014
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved

Pupils' Needs

The staff work hard to build effective relationships with the parents and carers of the children attending Harriers Academy. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

Care Plans

Where a pupil has particular needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out an intimate care plan to ensure that the child is able to attend daily.

The written care plan is outlined in Appendix A.

Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other.

This will include:

<u>The parent:</u>

- Agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school
- Providing the setting/school with spare nappies or pull ups and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes
- Agreeing to inform the setting/school should the 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

<u>The school:</u>

- Agreeing to change the child 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 report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the school is taking a holistic view of the child's needs.

Personal Care Procedures

The staff at Harriers Academy will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

Child Protection

Pupils will do as much as they can for their own intimate care needs, considering their age and ability.

Where pupils need help with intimate care, it will normally be undertaken by one member of staff. This is in

line with the Guidance for safer working practice (Safer Recruitment Consortium). But we will make sure that another appropriate adult is nearby, and visible or audible. Intimate care will only involve more than one member of staff where the Intimate Care Plan states this.

Staff will use the pupil's preferred means of communication.

Staff will always explain or seek the pupil's permission before starting an intimate care procedure.

The normal process of changing continence or wet/soiled clothes 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 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 changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing.

Wherever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline backup or contingency measures in the event that the named member of staff is not available.

Staff undertaking intimate care will have training in:

- safeguarding
- disability awareness (relevant to the pupil)
- bladder and bowel care (relevant to the pupil)
- moving and handling (if necessary)

Staff will be aware of guidance on preventing and controlling infections (UK Health Security Agency). They will wear appropriate personal protective equipment (PPE), such as disposable gloves and aprons.

Staff will not carry a mobile phone, camera or similar item whilst providing intimate care.

Only named employees of the school will undertake intimate care (not students or volunteers).

All staff will be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

We recognise that pupils with special educational needs and disabilities are vulnerable to all types of abuse. Staff will adhere to the school's child protection policy.

Intimate care involves risks for children and staff as it can involve touching private parts of a pupil's body. As such, best practice will be followed, and staff will be encouraged to:

- Always be vigilant
- seek advice where relevant
- take account of safer working practice

Pupils will be taught personal safety skills according to their age and level of understanding.

If a pupil becomes unusually distressed or unhappy about being cared for by a particular member of staff, this will be reported to the DSL (Designated Safeguarding Lead) or Principal. The matter will be investigated, and outcomes recorded. Parents or carers will be contacted as soon as possible. Staffing schedules will be altered until the issue is resolved. The pupil's needs will remain of utmost importance. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, including a staff member, makes an allegation against an adult working at the school this will be reported to the Principal (or to the Chair of the Regional Board if the concern is about the Principal) inline with our Managing Allegations Policy.
If a staff member has concerns about a pupil's presentation, they will report these to the Designated Safeguarding Lead (DSL) or Principal immediately. Concerns could include unexplained marks or bruises.

Record keeping

School staff will inform another member of staff when they are going to assist a pupil with intimate care on their own.

We will keep a record of all intimate care undertaken at school. Records will be brief but will include:

- date
- time
- what intimate care task(s) were undertaken
- any relevant comments, such as changes in the pupil's behaviour
- who undertook the care

Records will be kept in the child's file and are available to parents or carers on request.

If a pupil without an Intimate Care Plan wets or soils themselves whilst at school and they need help with intimate care, the parents or carers will be informed of this on the same day. This will be in person, by telephone, or by sealed letter.

Other policies and documents

This intimate care policy should be read alongside our:

- Safeguarding and Child Protection policy
- Staff discipline, Code of Conduct and Grievance policies
- Supporting pupils at school with medical conditions policy
- Health and safety policy
- Special educational needs and disability (SEND) Information Report

It should also be read alongside Supporting pupils at school with medical conditions (Department for Education).

Monitoring and Review

- The SENCO will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENCO's responsibility to ensure that all practitioners follow the school policy.
- This policy will be reviewed every 2 years

APPENDIX A

My Intimate Care Plan

Name		**D.O.B.**	
School/ setting		**Class**	

Plan developed by: Include all who took part and their role

Date of plan		**Date to be reviewed** (Annually or sooner if any changes)	

What intimate care is needed? Consider toileting, washing and dressing

When is intimate care needed? What is a typical toileting pattern?

What can [name] do themselves? Can they indicate when they need intimate care?

What targets have been agreed to increase independence? Consider termly targets, no matter how small the participation

What terms will we use? Consider the words used for parts of the body or any items used during intimate care

How to communicate with [name] Consider any special educational needs, use of communication aids (e.g. hearing aids, prompt cards or communication apps) and how child/ young person will indicate any needs or any concerns (including dislikes)

How will intimate care be undertaken? Outline the procedure that will be followed

What equipment is required? For example, potty chair or bath step	
Who will provide this?	

What sanitary products will be used? For example, continence pads, pull-ups, disposable wipes	
Who will provide these?	

What medical equipment or medication will be used? For example, catheters or creams	
Who will provide these?	

Where will the intimate care take place? Be specific about area

Who will provide the intimate care? List the staff who will be, or could be, involved in providing intimate care (including back up arrangements)		
Name	**Job/ role**	**Date trained (if applicable)**

Do staff require additional training to undertake the intimate care required?	**Yes/ no** (Delete as applicable)
If yes, please indicate who will provide this and how frequently it will be updated	

Special notes For example, use of reward scheme, attitude to be taken, guidance around drinking, return of soiled clothes

Who will explain this plan to [name] (if needed)? Name and role

Agreement		
Print name (representative of school/setting)	**Signature**	**Date**
Print name (parent/ carer)	**Signature**	**Date**

APPENDIX B

Harriers Academy - Intimate Care Plan Agreements

The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed: ..... (parent/carer)

The school:

- We agree to change the child should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: ..... (school member of staff)

Name: ..... (school member of staff)

Date: .....

APPENDIX C

Personal Care Procedures

The staff at Harriers Academy will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D)
- Report any marks or rashes to parents and DSL if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

APPENDIX D

Health and Safety Procedures

- When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:
- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence products used to be double wrapped, or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health and Safety Executive's limit.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands.