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# Manchester Communication Primary Academy

## INTIMATE CARE

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## Policy 2020

# Approval History

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# Revision History

Revision Date	Previous Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
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# CONTENT

<b><u>Introduction</u></b>	<b>1</b>
<b><u>The School Context</u></b>	<b>1</b>
<b><u>Aim and Objectives</u></b>	<b>1</b>
<b><u>Our Best Approach to Practice</u></b>	<b>2</b>
<b><u>The Protection of Children</u></b>	<b>2</b>
<b><u>Implementing this Policy in the School</u></b>	<b>3</b>
<b><u>Offsite Visits and Trips</u></b>	<b>4</b>
<b><u>Additional Information on Safeguarding</u></b>	<b>4</b>
<b><u>Signing</u></b>	<b>5</b>

## Introduction

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Intimate care is any care which involves washing, touching or carrying out intimate procedures on a child.

Examples of these procedures could be;

- Dressing / undressing support for PE or swimming;
- Drying a child after swimming;
- Supporting a child in the bathroom with toileting;
- Wiping and cleaning a child who has wet or soiled themselves e.g. 'had a toileting accident' in school or a child with additional needs who needs regular support in this area.

Intimate care of this kind is part of a school's duty of care to the child.

## The School Context

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The issue of intimate care is a sensitive one for both staff and parents/carers alike. It requires staff to be respectful and supportive of the child's needs so that parents/carers will be reassured that any of the above procedures will be handled in a professional manner at all times. At MCPA we are committed to ensuring that children will be treated with respect and dignity and the process will in no way cause embarrassment or distress.

There will always be a high awareness of child protection issues. All staff at the school have a current enhanced CRB (Criminal Records Bureau) check or DBS (Disclosure and Barring Service) check to ensure that they are suitable adults to work with children and young people. Staff behaviour must and will be open to scrutiny and staff must and will work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

The following policy is based on best practice.

## Aims and Objectives

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At MCPA, we aim to ensure that all staff undertaking any role identified as intimate care will ensure that the children are treated with respect and dignity and at no point will the procedure cause any embarrassment, distress or pain to the child. This is of paramount importance.

All staff undertaking an intimate care role for children with a personal care plan will have had moving and handling training and are fully aware of best practice. Staff will have the support and advice from physiotherapists and occupational therapists where necessary. Support will be given to a child who has had a one-off toileting accident by a member of staff with whom the child is comfortable.

## Our Best Approach to Practice

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The management of all children with intimate care needs will be carefully planned. Some children require support toileting on a regular basis due to medical needs. These children will require a personal care plan. This will be drawn up specifically to support an individual child's needs. Adults may be required to follow the personal care plan procedure when a child has a one-off toileting accident. In these cases, a personal care needs plan will not be necessary; however the children will be supported following the guidelines of this document. Any child with intimate care needs will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as s/he can. This may mean, for example, giving the child responsibility for washing themselves.

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. There is no legal requirement to have two members of staff present when intimate care activities take place. Where possible, the child will be supported by one adult, unless there is a sound reason for having more adults present e.g. if the child is moved by use of a hoist and sling. If this is the case, the reasons will be clearly documented.

Where regular support is required the school will, if possible, attempt to ensure that the child will not be cared for by the same adult on every occasion. There will be a rota of carers who will become well known to the child and who will take turns in providing care.

Where possible, particularly in isolated incidents or personal care, children will be supported by adults of the same sex. However in the case of a child who has regular support this may vary as there is only a limited number of staff with the specific training. Where a child has a Personal Care Needs Plan, this will be discussed and reviewed with parents on a regular basis. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

## The Protect of Children

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The school adheres to all Education Child Protection Procedures and Inter-Agency Child Protection procedures. All children will be taught personal safety skills. These skills are carefully matched to their level of development and understanding. If a staff member has any concerns about a child physically (bruises, marks etc) or emotionally they will immediately report concerns as per the school's safeguarding procedures.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into by the school's senior leadership team, parents will be consulted and outcomes recorded. Rotas may be altered until the issue is resolved as the child's needs remain of utmost importance. If a child makes allegations against a member of staff, necessary safeguarding procedures will be followed.

The expectation is that when members of staff make physical contact with pupils it will be:

- only to support a child in a task that they are unable to carry out for themselves;

- for the least amount of time necessary (limited touch);
- appropriate, given their age, stage of development and background;
- in response to the pupil's needs at the time;
- carried out in a manner that maintains the child/young person's dignity at all times.

## Implementing this Policy in School

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This document covers a number of possible scenarios that may occur in our school:

1. A child requires regular support with dressing and/or toileting and has a Personal Care Needs Plan;
2. A child does not require regular support with toileting but 'has an accident' in school – is wet (urine) and/or soiled (faeces).

A child who requires regular support with dressing or toileting will have a personal care plan which must be followed. The personal care plan will outline the support that the child needs and what is necessary to carry out those tasks for example; any resources needed, training required or how to record that the task has taken place. Although there may be specific requirements as reflected in individual Personal Care Needs Plans there is a general toileting procedure that staff at school will follow. Staff will always wear a single use disposable apron and gloves when carrying out the support. As the child will be school age it is more appropriate to refer to 'nappies' as 'pads' to avoid negative perceptions about the child being 'at the baby stage'. As a general rule changing a pad takes place with the child lying down on a rise and fall changing table in the designated area. The child is rolled from side to side to remove the pad, clean the area and fit a clean pad. Any wet or soiled waste e.g. pads, wipes, bedroll will be placed in a polythene waste disposal bag and sealed. The bag will then be placed in a bin (with a liner) specifically allocated for this purpose. This bin will be collected on a weekly basis as part of the usual refuse or sooner if required. Soiled or wet clothing will be placed in a plastic bag and sealed. At the end of the school day staff will discreetly pass this over to parents/carers when collecting their child and verbally give details of the circumstances.

If a child has an isolated accident and is wet or soiled the following must be considered;

If the child is wet and/or slightly soiled, a member of staff will discreetly escort the child to the nearest 'accessible' (disabled) toilet where there is more space to carry out the support task. Staff will support a standing change of clothing and will initially encourage the child to clean themselves with wipes. However they may support the cleaning/wiping process if the child is unable to do this or is distressed. At the same time a member of staff will action the school's procedure to clean any waste from the classroom area.

If the child is heavily soiled a member of staff will discreetly escort the child to the hygiene suite located by the Key Stage 1 toilets. Here a rise and fall table is available to allow staff to carry out the support task more effectively as the child is able to comfortably lie down. The member of staff will be required to wear a disposable apron and gloves and follow the same protocol as a child who regularly needs support. The support given must be recorded.

Members of staff will always follow relevant health and safety and safeguarding guidelines. All soiled or wet clothes must be passed on to parents/carers discreetly at the end of the day and verbally given details of the process.

## Offsite Visits and Trips

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Where a child has a Personal Care Needs Plan, consultation with colleagues should take place where any deviation from arrangements is anticipated e.g. on a school trip or visit as the same standard and level of facilities may not be available off site. Any deviation from the agreed plan will be documented and reported.

## Additional Information on Safeguarding

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The Manchester LA Circular Letter (No 104) states that:

“The normal process of changing a nappy should not raise concerns about child protection and there are no regulations stating that a second member of staff must be present to supervise the changing of a nappy or the toileting of pupil.

Members of staff employed in education and childcare settings are subject to enhanced CRB checks to ensure the safety of the children and young people in their care.

If there is known risk of false allegation by a child or young person then two members of staff should be present when changing or toileting the pupil.”

In EYFS all parents are asked to provide spare clothes in a bag regardless of whether or not their child is toilet trained.

### **The Parent/Carer:**

- I have read the intimate care policy.
- I understand and agree to the procedures that will be followed when my child is supported with toileting at school in the event him/her 'having an accident' i.e. wetting or soiling him/herself.
- I agree to inform the school should the child have any toileting needs.

### **The School:**

- We agree to take action to immediately support your child should he/she 'have an accident' i.e. wet or soil themselves in school.
- We agree to monitor the number of times the child requires toileting support, inform you should this be a frequent occurrence and work with you to support your child's continence.
- We agree to adhere to the school's Intimate Care and Toileting Policy at all times.

**Name of Child:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Signed (Parent/Carer):** \_\_\_\_\_

**Date:** \_\_\_\_\_