

Kesh Primary School and Kesh Community Nursery



Intimate Care Policy

Reviewed in: November 2021

Ratified by the Board of Governors on: 18th November 2021

Next Review in: November 2024

Intimate Care Policy – Kesh Primary School

Principles

The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. It applies to everyone involved in the intimate care of children.

This policy should be read in conjunction with the following:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Policy for the Administration of Medicine
- Pastoral Care Policy
- Special Educational Needs policy
- Procedures and policy on use of force and restraint
- Staff code of conduct

The school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

The school recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/carers to share information and provide continuity of care.

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes supervision of children involved in intimate self-care.

Intimate care may involve:

1. Assisting a child to change his/her clothes
2. Changing or washing a child who has soiled him / herself
3. Assisting with toileting issues
4. Providing first aid assistance
5. Providing comfort to an upset or distressed child
6. Supporting a child with menstruation

7. Catheter and stoma care

8. Supervision of a child involved in intimate self-care

Principles of Intimate Care

It is our duty to ensure that all children are treated with the care which any parent would give were they at home.

The following are the fundamental principles of Intimate Care upon which the Policy is based.

- Every child has the right to be safe and secure.
- Every child has the right to personal safety.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity, privacy 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.
- Every child has the right to information and support that will enable him or her to make informed and appropriate choices
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- Every child (and parent) has the right to information and procedures for any complaint or queries he or she may have regarding intimate care

Best Practice

All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for his/herself as possible.

Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty and menstruation.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding, permission should be sought before starting an intimate procedure.

Staff who provide intimate care are aware of best practice regarding infection control, including the need to wear disposable gloves where appropriate.

Children who require regular assistance with intimate care have an Individual Intimate Care Plan (ICP) written and agreed by staff, parents/carers and any other professionals actively involved. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and carer. Any historical concerns (such as past abuse) should be noted and taken into account.

The management of all children with intimate care needs will be carefully planned. The child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities are to be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist.

Where a care plan or ICP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. had a toileting 'accident' and soiled him/herself). It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care. Every 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 needs help with intimate care. The child will be assisted by two adults, if required.

Wherever possible, unless in the case where the child has an assigned assistant, the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

All staff should be aware of Professional confidentiality. Sensitive information will be shared only with those who need to know.

If necessary, advice should be taken from the Fermanagh and Omagh Council regarding disposal of large amounts of waste products.

Most Likely Scenarios:

Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The child will be given the opportunity to change his/her underwear in private and carry out this process themselves. School will have a supply of wipes, clean underwear and spare uniform for this purpose. If a child is not able to complete this task unaided and shows distress, then staff will contact the parents. Always wear protective disposable gloves. Seal any soiled clothing in a plastic bag for return to parents.

In the case of the child in Nursery/Foundation Stage and in order to avoid any unnecessary distress, a member of staff may assist the child, with a colleague in attendance, unless a parent has requested otherwise or if the child is reluctant. Parents will be contacted as soon as it is practical to do so.

Swimming

Primary 5-7 classes participate in a swimming programme. Children are entitled to respect and privacy when changing their clothes 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. Where a child needs additional support for changing, parental permission will be sought and a personal care plan will be drawn up so as to maintain dignity but increase independence.

Menstruation

Support will be given to girls who begin to menstruate. The pupil should be comforted and reassured throughout. She will change in private and carry out this process herself. School has a supply of sanitary towels, clean underwear and spare uniform. If it is a first time, parents will be contacted. Sanitary towels are available in one of the toilets. The Year 6/7 pupils also receive the Love for Life Programme.

Child Protection

The Governors and staff recognise that children with special needs and disabilities are particularly vulnerable to all types of abuse. The school's Child Protection Policy will be adhered to. From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It may be unrealistic to expect to eliminate these risks completely but in this school best practice will be promoted and all adults will be encouraged to be vigilant at all times. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Principal. The matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against an adult working at the school, this will be investigated under The School Complaints Policy.

Any members of staff who administers first aid and/or intimate care will be appropriately trained. If an examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

All members of staff working with children are vetted by the Education Authority. This includes students on work placement. If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Teacher for Child Protection.

Record Keeping

It is good practice for a written record to be kept in an agreed format every time a child has assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. These records will be kept in the child's file in the classroom and available to parents/carers on request. Where a child does not have an intimate care plan or ICP the incident will be recorded by the class teacher. Report any concerns to the Designated Teacher for Child Protection and make a written record; parents must be informed about any concerns.



Kesh Primary School and Community Nursery

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Intimate Care – Changing Consent Form

- From time to time children will have toileting accidents.
- It is our policy to deal with these incidents in order to make your child comfortable and save embarrassment.
- We need your consent to change your child should an accident occur.

Please complete this form and return to school.

.....

I give permission / do not give permission for a member of employed staff to change my child if he/she has a toileting accident in school.

Name of Child

.....

Signed.....
Parent/Guardian

Date.....



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Intimate Care Recording Sheet

Name of Pupil:		Date:
Incident/Need for intimate care		
Actions taken		
Action taken by whom		
Witnessed by/Supported by		Date



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Intimate Care Recording Sheet

Name of Pupil:		Date:
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Kesh Primary School

Intimate Care – Menstruation Assistance



Parental Permission for Intimate Care (2)

Should it be necessary, I give permission for my child to receive intimate care (support with menstruation). I understand that staff will endeavour to encourage my child to be independent. I understand that I may be informed if it is the girl's first menstruation.

Name of Child

.....

Signed.....
Parent/Guardian

Date.....



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TOILET MANAGEMENT PLAN

Child's Name: _____

DOB: _____

Date of Plan: _____

Name of support
staff involved: _____

Area of need: _____

Equipment required: _____

Location of suitable
toilet facilities: _____

Support required: _____

Frequency of support: _____

Signed:

Parent/Carer: _____

SENCO: _____



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Annex to Intimate Care Policy – COVID -19

We will continue to meet the needs of those children who require intimate care. Parents should contact the SENCO and class teachers to discuss. An appropriate risk assessment will be put in place. During intimate care PPE must be worn. Please see guidance below (DE Restart Guidance 13.8.20). We will ensure this is carried out in a sensitive way. All staff have had awareness training on putting on and removal of PPE.

Use of Personal Protective Equipment (PPE) / Face Coverings

The PHA has published guidance to support safe working in educational settings in Northern Ireland. This advises that routine use of PPE within education settings is not required other than for certain tasks deemed to be of higher risk of transmission.

PPE is only needed in a very small number of cases. These are: -

- working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; and
- giving children medication.

PPE in the following situations means: -

- fluid-resistant surgical face masks;
- disposable gloves;
- disposable plastic aprons; and
- eye protection (for example a face visor or goggles).

Where PPE is recommended, this means that: -

- a facemask should be worn if a distance of 2m cannot be maintained from someone with symptoms of COVID-19 (**symptomatic children should not be in school**);
- if contact is necessary, gloves, an apron and a facemask should be worn; and

- if a risk assessment determines that there is a risk of fluids entering the eye (e.g. from coughing, spitting or vomiting), eye protection should also be worn.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on donning (putting on) and doffing (taking off) PPE safely to reduce the risk of contamination

Face masks: -

- MUST cover both nose and mouth;
- MUST be changed when they become moist or damaged;
- MUST be worn once and then discarded – hands must be cleaned after disposal;
- MUST NOT be allowed to dangle around the neck; and
- MUST NOT be touched once put on, except when carefully removed before disposal.

Signed _____ Chairman of Board of Governors

_____ Principal

Date: 18th November 2021

Involved in the consultation of the policy - All members of the teaching staff

Shared with staff – November 2021

Review Date – November 2024