

Intimate Care Policy

Intimate care can be defined as care of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

A child's dignity will be preserved and a high level of privacy, choice and control will be provided to them. All staff have DBS clearance and have a high awareness of child protection issues. They undertake their duties in a professional manner at all times and are respectful of children's needs. Children who are not fully toilet trained will require their nappies or pull-ups to be regularly checked and changed. Some children may be considered 'toilet trained' but, for whatever reason, can have accidents from time to time or need assistance cleaning themselves properly after using the toilet e.g. upset tummy

Aims

- To recognise 'intimate care' includes attending to toilet accidents/medical conditions causing soiling/menstruation soiling/supervising toileting habits
- To ensure an approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure children feel safe and secure.
- To ensure children are respected and valued as individuals.
- To ensure intimate care procedures minimise any risks associated with intimate care.
- To adhere to the Wiltshire LSCB procedures.
- To ensure the procedures are non-discriminatory and that parents of children with disabilities are not asked to do more than their peers who do not have children with disabilities.
- To ensure that every child feels comfortable, safe and cared for during a change of nappy and/or clothing.

Procedures:

- Parents will be responsible for providing spare clothing and any pull-ups/nappies
- School will provide sundries e.g. wipes, nappy sacks, gloves etc
- Only paid school staff will be able to and responsible for changing children.
- Volunteers, interns, trainee teachers etc are not to engage in intimate care
- Wherever practicable a child will be taken to the disabled toilet for changing
- In the mobile the child should be taken to the toilet area
- Doors should be closed for privacy
- Staff should inform another member of staff when taking a child to be changed.
- Staff will talk through the process and what they are doing and reassure the child
- Staff will encourage each child to do as much for themselves as they can e.g. wash any intimate parts of the body with wipes
- Staff will wash hands before and after changing.
- Staff will wear gloves when changing nappies, handling soiled underwear etc.
- Soiled nappies and gloves will be placed in a nappy bag and put in the bin.
- Soiled clothing will be put in a plastic bag to be taken home.
- Spare clothes should be available and be kept in a named bag.
- The child will be encouraged to use the toilet at each change.
- A record of all intimate care interventions must be recorded and parents informed e.g. in person, via communication book or phone call

Parent information and support

If a child becomes distressed about intimate care issues this will be discussed with parents and a social story or support toys or pictures may be used via the school's ELSA.

For children over 5, parents should be informed that nappies are available from the bladder and bowel service. They will need to do an initial assessment to assess whether products are suitable, if a toileting programme is appropriate or they need further investigations or not. The contact details for this service are: 01438 492500

Further support can be offered by the school nurse at Salisbury District Hospital on 01722 425154.

Points to remember

Consider the dignity of the child and allow them to make a decision on how they are assisted.

Ask the following if relevant:

- "Would you like some help?"
- "Would you like me to help you?"
- "Would you like me to come with you and wait outside the door in case you need any help?"

(NB If staff suspect soiling and it is denied by the child the matter should be referred to the parent for advice – usually a telephone call from the TA or ELSA.

Forcing the child to 'prove otherwise' is unnecessary and unwise. However, so is allowing children to sit in soiled clothing. If needed an executive decision by the Headteacher (HT) will be made to send the child home or force parents to collect and deal themselves). A child's refusal to allow themselves to be changed will result in an immediate telephone call to inform parents. Parents can choose to visit the school to change the child or take them home to change – then return to school.

Appendices

Appendix A – Intimate Care Record

This policy should be read in conjunction with the trust's Safeguarding and Child Protection Policy and Special Educational Needs and Disability Policy.

St Mark's C of E Junior School

Intimate Care Record

Retained by HT

Child's name:			
Daily/regular intimate care requirement:			
Usual procedure of intimate care:			
Date	Time	Staff Member(s)	Comments (if required)

Re: Informing parents of an intimate care issue for

This is a courtesy letter to inform you that your child had a toileting accident today at school. The matter was dealt with swiftly and sensitively by.....in accordance with our Intimate Care Policy.

We have returned the clothing for washing. Please wash and return any items borrowed from the school at your earliest convenience. If you wish to discuss the matter further please contact the school office.

Yours sincerely

Gareth Flemington

Gareth Flemington
Headteacher