



Dereham Church Infant and Nursery School



Intimate Care Policy March 2023

Introduction:

This policy should be read alongside all Safeguarding Policies and NCC Guidance for Intimate Care and Toileting of Disabled Pupils in Mainstream Schools.

Dereham Church Infant and Nursery School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

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

Definition:

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Aims

- To develop a whole school 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 Norfolk Safeguarding Children Board (NSCB) procedures.



Dereham Church Infant and Nursery School



- 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.

Our approach to best practice:

All staff carrying out intimate care of children in the school must be aware of and follow the procedures and advice outlined below:

- Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper.
- Staff who provide intimate care are trained to do so (including Child Protection, and Norfolk Steps where appropriate) and fully aware of best practice.
- The management of all children with intimate care needs will be carefully planned.
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist and/or School Nurse.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Ensure staff are aware of the Safeguarding Policy, which includes child protection and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care, staff should record this and discuss with the schools designated person for child protection.
- Children who need changing during lesson time due to a toileting accident should be changed in the first aid room or in the disabled toilet as this is the most appropriate space and allows privacy and/or supervision. Children in the Nursery/Reception classrooms who need changing will be changed in the Nursery/Reception toilet areas.
- Use the nature of the accident and the knowledge of the child to make a judgement on how many adults should be involved in intimate care. In some cases, it can be advisable to have two adults in attendance. This could be in cases where the child is identified as vulnerable, is on the child protection register or where knowledge of the child or family indicates there could be difficulties or allegations made. If a member of staff decides that it is appropriate to change the child on their own, they must inform another member of staff prior to doing so.
- Consider the dignity of the child and allow them to make a decision on how they are assisted. Ask the following questions 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?
- Ensure another member of staff, preferably the class teacher if during lesson time, knows that you are withdrawing the child and why.

*Intimate Care Policy
March 2023-2026*



Dereham Church Infant and Nursery School



- Speak to the child by name and explain what is happening. Ensure privacy appropriate to the child's age and situation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- If children can change themselves, wait outside the door with the younger children and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult. Professional judgement should be used.
- Be aware and responsive to the child's reactions if assisting with intimate care.
- Ensure any religious and cultural values are taken into account.
- Ensure spare clothing is readily available.
- If washing is required, use water and a disposable cloth. Encourage the child to wash any intimate parts of the body. Wipes may only be used if sent in from home.
- Any injuries needing intimate care should be dealt with sensitively. The Headteacher or Assistant Headteacher should be called in such circumstances and parents may be requested to attend as appropriate.
- Gloves should be used if assisting in any form of intimate care and disposable aprons if required for heavy soiling.
- Dispose of any used items appropriately.
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the classroom.
- In the case of severe soiling where the child would need a bath or shower then the parent/carer can be contacted and the child taken home.
- If a child has need of support or reassurance after the incident, an appropriate space should be used.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person or by letter (not via the home school link book)
- Confidentiality should be maintained at all times between child, school and parent/carer.
- Staff with concerns over any aspect of intimate care should discuss these with the Headteacher or Assistant Headteacher.

Child Protection:

The Governors and staff of Dereham Church Infant and Nursery School recognise that disabled children are particularly vulnerable to all forms of abuse.

Safeguarding and Multi-Agency Child Protection procedures will be adhered to at all times.

- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Safeguarding Lead.



Dereham Church Infant and Nursery School



- If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Intimate Care and Toileting of Disabled Pupils in Mainstream School.

- An increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.
- In order to meet their responsibilities under the Equality Act 2010 legislation, schools must make 'reasonable adjustments' to avoid disabled pupils being put at a substantial disadvantage to their non-disabled peers. These adjustments may include the provision of personal and intimate care.
- Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils in mainstream schools may be unable to meet their own care needs for a variety of reasons and will require regular or occasional support.
- Disabled pupils in schools will include those with Cerebral Palsy, Muscular Dystrophy, Downs Syndrome, Epilepsy, and Diabetes, visual and hearing impairments, ADHD, Autistic Spectrum Disorder, gross obesity and HIV/AIDS amongst many others. Some of these disabled children and young people will have delayed continence as a result of their condition, or may never be able to attain continence.
- Schools have a responsibility to meet the needs of pupils with delayed personal development in the same way that they would meet the needs of children with delayed development in any other area. Disabled children should not be excluded from any activity due to incontinence, sent home to change, or parents expected to attend school to deal with toileting needs.
- Any adults assisting with intimate care should be employees of the school.
- Where a routine procedure needs to be established, a care plan should be prepared in consultation with all relevant parties. It is vital that care plans are prepared prior to admission, and where possible opportunities are made for the pupil and family to meet the staff who will be providing intimate care. The plan should be signed by all who contribute and reviewed on a regular basis.
- If it is not a routine procedure then Appendix 3; 4; 5 & 6 will be completed with the parent/carer.
- Designated staff may require training in safe moving and handling.
- Where basic care is required (similar to that normally provided by any parent or carer) then little or no training may be necessary.



Dereham Church Infant and Nursery School



This policy was adopted by the Governing Body on: March 2023

It will be reviewed on: March 2026

Appendix 2

Record of other agencies involved

Pupil's name:.....

*Intimate Care Policy
March 2023-2026*



Dereham Church Infant and Nursery School



DoB.....

| Name/Role | Address/Phone/e-mail |
|-----------------------------|----------------------|
| Parent/Carer | |
| | |
| School nurse/Health visitor | |
| Continence adviser | |
| Physiotherapist | |
| Occupational Therapist | |
| Hospital consultant | |
| Educational Psychologist | |
| Social Worker | |
| | |

Appendix 3

Toileting plan discussion with parents/carers

Record of discussion with parents/carers

*Intimate Care Policy
March 2023 -2026*



Dereham Church Infant and Nursery School



Pupil's name •.....DoB.....

Date of meeting •.....

Persons present.....

| | Details | Action |
|--|---------|--------|
| Working towards independence Eg. taking pupil to toilet at timed intervals, rewards | | |
| Arrangements for nappy changing E . who, where, | | |
| Level of assistance needed Eg. undressing, hand washing , dressing | | |
| Moving and handling needs Eg. equipment, training needs, hoisting equipment | | |
| Infection control Eg. wearing gloves, disposal apron | | |
| Sharing information Eg. nappy rash, infection, family/cultural customs | | |
| Resources needed Eg. toilet seat, step, nappies, creams, nappy sacks, change of clothes, loves | | |
| Other | | |



Dereham Church Infant and Nursery School



.....

Appendix 4

Intimate care checklist (can be used as preparation for plan)

Planning for intimate care

Pupil's name:..... DoB.....

Admission date



Dereham Church Infant and Nursery School



| | Discussion | Actions |
|--|------------|---------|
| Facilities Suitable toilet identified? Adaptations required? Changing table/bed Grab rails Step Locker for supplies Hot and cold water Lever taps Mirror at suitable height Disposal unit/bin Hoist Other moving and handling equipment Emergency alarm Other | | |
| Family provided supplies Nappies/pads Catheters Wipes Spare clothes Other | | |
| School provided supplies Toilet rolls Antiseptic cleanser Cloths/paper towels Soap Disposable gloves/aprons Disposal sacks Urine bottles | | |



Dereham Church Infant and Nursery School



Dereham Cluster

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • Bowl/bucket • Milton/sterilising fluid Other | | |
| <p>Good practice</p> <p>Advice sought from Health professionals? Moving and Handling Coordinator? Parent/carer views Pupil's views How does child communicate? Agree use of language to be used Preferences for gender of carer Training required for staff? Awareness raising for all staff</p> <ul style="list-style-type: none"> • Other | | |
| <p>PE issues</p> <ul style="list-style-type: none"> • Discreet clothing required? • Privacy for changing? Other <p>Specific advice for swimming</p> <p>' From parents/carers</p> <ul style="list-style-type: none"> • From Health professionals • Moving and Handling Coordinator | | |



Dereham Church Infant and Nursery School



| | | |
|---|--|--|
| Support Designated staff Back-up staff Training for back-up staff Transport School visits After school clubs Toilet management/intimate care plan to be prepared By whom When To be reviewed when | | |
|---|--|--|

Appendix 5

Permission for school to provide intimate care

Pupil's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....



Dereham Church Infant and Nursery School



I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child•.....

Date•.....