Lawnside Academy

Intimate and Personal Care Policy

Introduction:

Lawnside Academy 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. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Definition:

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with that process as part of a staff member's duty of care. In the cases of specific procedures only staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

Our Approach to Best Practice:

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so and are fully aware of best practice (Child Protection / Safer Working Practice). Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist. Staff will be supported to adapt their practice in relation to the developmental needs of individual children.

The child 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 themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected and the appropriate staff toilet will be used to toilet a child.

To safeguard children and staff, two adults will be present when a child is toileted and a record will be made on the 'Record of Intimate Care Intervention' form (see Appendix 1). This record is kept on file in the child's class with their care plan or in the case of one off accidents on a class log.

Intimate care arrangements for all children who require intimate care on a regular basis will be discussed with parents/carers regularly and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing ratios. Any changes to the agreed plan are discussed, agreed and recorded.

Equipment Provisions:

The school will be responsible for providing suitable equipment and facilities to assist with children who need special arrangements following either an assessment from physiotherapist/ occupational therapist/school nurse/incontinence team or the child has started the school wearing nappies/pads. Parents have a role to play when their child is still wearing nappies/pads. The parents should provide nappies, pads, disposal bags, wipes etc. and parents should be made aware of this responsibility. The school is responsible for providing gloves, a bin and liners to dispose of any waste.

Staff should always wear gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy/pad. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy

The Protection of Children:

Safeguarding and Child Protection / Safer Working Practice policies and procedures will be adhered to at all times.

The school will seek permission from parents / carers to provide appropriate intimate care support when children start school. (See Appendix 2)

All children will be taught personal safety skills carefully matched to their level of ability, development and understanding and staff will explain to the child what is happening.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report these to the appropriate manager/ designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into 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) is 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 a member of staff, all necessary procedures will be followed. (See Child Protection and Safeguarding Policy for details)

All staff will be required to confirm that they have read this Intimate / Personal Care Policy and of the need to refer to other policies the school may hold for clarification of practices and procedures.

This policy should be read in conjunction with the following policies:

- Accessibility Plan
- Child Protection Policy / Safer Working Practice
- Health & Safety Policy
- Managing Medicines Policy
- Physical Intervention Policy

This policy will be reviewed annually.

Version	Date	Author	Notes on revision(s)	Date ratified by governors	Next review date
3	September 2021	C. Johnson	No changes	October 2021	September 2022
2	January 2019	C. Johnson	Amendments for Academy		
1	May 2018	C. Johnson	New policy written for adoption.		

APPENDIX 1

RECORD OF INTIMATE CARE INTERVENTION

Child's Name ……. D.O.B ……

Name of Support Staff involved ……..

Date	Time	Procedure	Staff Signature 1	Staff Signature 2

APPENDIX 2

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's Name:	
Class:	
D.O.B:	
Parent/Carer's Name:	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, changing nappies/pads, washing and toileting.

I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care.

Name: ……

Signature: ……

Relationship to Child: ……

Date: ……...