

St Laurence Church Infant School

Intimate Care Policy



Approved by:	Whole Governing Board
Last revised on:	March 2024
Next review due by:	March 2027



Introduction

This policy sets out clear principles and guidelines on supporting intimate care.

This policy supports the safeguarding and welfare requirements of Early Year Foundations Stage (EYFS) (2014) and the Equality Act (2010)

St Laurence Church Infant School will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on the ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission on those grounds.
- Adjustments will be made for any child who has delayed continence.

Underpinning values

The Apostle Paul compels us to

"Be kind and compassionate to one another"

Ephesians 4:32.

All children have the right to feel safe and to be treated with dignity, respect and privacy at all times. As a rights respecting school, as duty bearers, school staff must uphold all children's rights. This policy refers in particular to those of Article 2: non discrimination, Article 16: protection of privacy, and Article 23: rights of children with disabilities.

Everyone attending or working in this school has a right to:

- recognition of their unique identity;
- be treated with respect and dignity;
- learn and work in a safe environment;
- be protected from harm, violence, assault and acts of verbal abuse.

Pupils attending this school and their parents have a right to:

- individual consideration of pupil needs by the staff who have responsibility for their care and protection;
- expect staff to undertake their duties and responsibilities in accordance with the school's policies;
- be informed about school rules, relevant policies and the expected conduct of all pupils and staff working in school;

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- be informed about the school's complaints procedure.

Aim and purpose of policy

The aim of this policy is:

- To manage risks associated with toileting and intimate care need
- To ensure employees do not work outside the remit of their responsibilities

The purpose of this policy is:

- To safeguard the rights and promote the welfare of the children including those who may be more vulnerable to abuse.
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.
- To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children.
- To provide guidance and reassurance to adults whose duties may include intimate care.
- To safeguard adults required to operate in sensitive situations.
- To raise awareness and provide a clear procedure for intimate care.
- To inform parents/carers in how intimate care is administered.
- To ensure parents/carers are consulted in the intimate of care of their children.

Definitions of intimate care

The term 'intimate care' refers to any tasks that involve direct or indirect contact with or exposure of intimate parts of the body, including helping children use the toilet, changing nappies, cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

Partnership with Parents/Carers

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met Staff work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required.
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented).
- Additional equipment required.
- Child's preferred means of communication (e.g. visual, verbal). Agreed terminology for parts of the body and bodily functions.
- What the child is able to do themselves.
- Acknowledgement and respect for any cultural or religious considerations related to aspects of intimate care.
- Regularity of monitoring and review

Parents/Carers are asked to provide the following as appropriate:

- Spare nappies/pull-ups
- Wipes, creams, nappy sacks etc.
- Spare clothes
- Spare underwear

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We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to clean themselves, with support, to comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

Dealing with bodily fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely via nappy bins. When dealing with body fluids, staff must wear protective clothing (disposable plastic gloves and aprons). Soiled children's clothing will be bagged to go home. Staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff will maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

Best Practice

When intimate care is given the member of staff should fully explain each task that is carried out and the reason for it. Staff should encourage children to do as much for themselves as they can. Praise and encouragement should be given to the child.

Safeguarding procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

All staff working in the school have an enhanced DBS check. Particular staff members are identified to change a child with known needs and record their work with that child.

Complaints

The availability of a clear policy about intimate care and early involvement of parents should reduce the likelihood of complaints but may not eliminate them.

Any complaints about staff will be investigated through the School's Complaints Policy. If necessary the complaint will be dealt with by the Staff Disciplinary Procedures and/or Child Protection Procedures.