Heelands School

Intimate Care Policy

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.

At Heelands School this may occur on a regular basis or during a one-off incident. Heelands 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.

We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child’s individual needs.

Intimate care is any care which involves one of the following:

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. Supervising a child involved in intimate self-care

5. Providing comfort to an upset or distressed child

6. Feeding a child

7. Providing oral care to a child

8. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.\*

(\*in the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child)

The following are based on the fundamental principles of intimate care upon which our policy guidelines are based:

1. Every child has a right to be safe

2. Every child has the right to personal privacy

3. Every child has the right to be valued as an individual

4. Every child has the right to be treated with dignity and respect

5. All children have the right to be involved and consulted in their own intimate care to the best of their abilities

6. All children have the right to express their views on their own intimate care and to have their views taken into account

7. Every child has the right to have levels of intimate care that are appropriate and consistent

**Assisting a child to change his/her clothes**

 On occasions an individual child may require some assistance when changing if, for example, he/she has an accident at the toilet, gets wet outside or has vomit on his/her clothes etc. staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required, this will be given.

Staff will always ensure that they have a colleague in attendance when supporting dressing/ undressing and will always give the child the opportunity to change in private, unless it is not possible to do so.

**Changing a child who has soiled him/herself**

 If a child soils him/herself in school a professional judgement will 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 following guidelines outline our procedures but we will also seek to make age-appropriate responses.

 • 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, school staff will assist the child. There will be 2 members of staff present and staff will ensure the child has as much privacy and dignity as possible whilst changing takes place

• Staff will ensure the child is happy with who is changing him/her

• Staff will be responsive to any distress shown

• Staff will follow hygiene procedures. They will wear protective disposable gloves and seal any soiled clothing in a plastic bag for return to parents

**Changing Nappies**

Some children will attend Heelands School wearing nappies or pull ups. Staff will, where necessary assist a child/change a nappy. Nappies will be changed in an appropriate place, usually the classroom toilet. Where necessary a changing mat will be available for the child to lie on. The member of staff changing a nappy will always inform another member of staff that they are changing a child and the door to the toilet will remain open.

Parents/carers are asked to provide nappies, wipes and nappy sacks which should be kept in a named bag on the child’s peg. The school does also keep a small stock of wipes. The spoiled nappy will be placed in a nappy sack and put in the bin in the toilet. This will be emptied daily. Parents will be informed if a nappy has been changed.

Staff should wear disposable gloves whilst changing a nappy. The changing area and mat should be cleaned after use. Hot water and soap is available to wash hands after the task.

Heelands School

Intimate Care Agreement

In order to best meet the needs of your child when they are with us we would like to set up an individual parent-school agreement with regard to intimate care.

Intimate care may be defined as an activity required to meet the personal care needs of an individual child in partnership with the parent, carer and the child. This can involve helping with washing, toileting, dressing or carrying out an invasive procedure which a child is unable to do for themselves due to a special educational or health need or disability, as outlined in their Education and Health Care Plan (EHC).

We recognise that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain, and adults and staff must be sensitive to each child’s individual needs. Most cases of intimate care in school will involve procedures to do with personal hygiene.

Staff at Heelands School providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. School staff involved with intimate care have been provided with appropriate support and guidance so that they feel confident in their practice, to undertake their duties in a professional manner at all times.

Name of child .............................................................

I give permission to Heelands School to provide appropriate intimate care to my child when assistance is needed. I understand that this will generally be carried out by staff from my child’s class but may also be carried out by another member of staff. I will contact my child’s teacher if there are any issues I would like to discuss.

Signed .................................................Parent/Carer

.............................. Date

Signed ........................................................... Headteacher

.............................. Date