



## Andrews Lane: Intimate Care Policy

### Legal Framework

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012, the Disability Discrimination Act 2005 and the Equalities Act 2010.

### Guiding Principles

All children at Andrews Lane have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school life.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Supporting Children with Medical Conditions policy.

Andrews Lane Primary School's foremost concern is to address the needs of all children to help them achieve their full potential, to be fully included in their school community and to experience success. We work in partnership with families and encourage and support the involvement and inclusion of individual children, and it is for this reason that we have an Intimate Care Policy. Andrews Lane Intimate Care Policy follows Hertfordshire County Council guidance.

### What this looks like in our school

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene. At Andrews Lane School 'intimate care' might involve helping a child to manage their personal hygiene, for example following a wetting or soiling accident. As children reach puberty it might be necessary to support girls with personal hygiene products. There might also be instances where children with specific medical needs require support with personal care.

Partnership with Parents/Carers – If there is delayed incontinence or any medical condition that affects continence the Inclusion Co-ordinator will work in partnership with parents/carers and any other professionals actively involved (eg. school nursing team/ physiotherapists) to plan care appropriate to the needs of the individual child and together we will produce an Individual Health Care plan. The care plan will set out :

- What care is required
- Number of staff needed to carry out the task
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development (and at least annually).
- Provide for offsite educational visits/day trips away from school.

Parents/Carers may be asked to supply any of the following as appropriate:-

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible. Every child's right to privacy and modesty will be respected. Careful consideration will be given to each child's situation to determine who and how many carers might need to be present when they need help with intimate care. Wherever possible, the child's wishes and feelings should be sought and taken into account.

**Best Practice** – When a child has an accident or requires support with intimate care, they will be taken to a safe, discreet place where their dignity can be maintained. This will usually be the Disabled Toilet where sufficient space is provided to comfortably meet their needs. When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff will encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child for achieving new milestones.

Particular staff members are identified who will change a child with known needs. They will be fully trained, as appropriate, and will record their work with that child. We will consult with the school nurse and other health professionals as needed. Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself).

### **Safeguarding**

The Governors and staff at Andrews Lane School recognise that pupils with special needs are particularly vulnerable to all types of abuse.

The school's child protection procedures will be adhered to.

From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Staff are trained on the signs and symptoms of child abuse which are in line with Hertfordshire Safeguarding Children's Board guidelines.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Person (DSP) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSP/ Headteacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by double bagging and disposing in medical bins. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and will wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not rinse them. Children will be kept away from the affected area until the incident has been completely dealt with.

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

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

**Frequency of review:** 2 years

**Review due by:** November 2022

**Policy maintained by:** Senco