



## **Intimate Care Policy**

Reviewed annually

## Intimate Care Policy

### Introduction

At Normanton Common Primary Academy we recognise that all children have different rates of development and differing needs during their time at school.

Most children achieve continence before starting full-time school. However, there are children in mainstream educational establishments who are not fully independent. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence.

The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Difficulties with continence can inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act *in loco parentis* are more likely to achieve their full potential.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary.

### Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and Normanton Common Primary Academy will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Safeguarding Children Policy)

### Pupils' Needs

The staff work hard to build effective relationships with the parents and carers of the children attending Normanton Common Primary Academy. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Parents will be contacted in extreme cases where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

## **Care Plans**

Where a pupil has particular needs, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover
- Where changing will take place
- What resources and equipment will be used
- Arrangements for school trips and outings
- Care plan review arrangements

## **Care Plan Agreements**

### **The parent:**

- agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school
- providing the setting/school with spare nappies or pull ups and a change of clothing
- understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes
- agreeing to inform the setting/school should the child have any marks/rash
- agreeing to a 'minimum change' policy

### **The school:**

- agreeing to change the child during a session should the child soil themselves or become uncomfortably wet
- agreeing how often the child would be changed should this need to be more frequent
- agreeing to monitor the number of times the child is changed in order to identify progress made
- agreeing to report should the child be distressed, or if marks/rashes are seen
- agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise and help parents feel confident that the setting/school is taking a holistic view of the child's needs.

Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

### **Personal Care Procedures**

The staff at Normanton Common Primary Academy will follow agreed procedures (see Appendix B) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix C) to protect both the child and the member of staff.

### **Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process. Few settings/schools will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised.

Where ever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity.

### **Monitoring and Review**

- The SENCO / Inclusion Leader will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENCO / Inclusion Leader's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Head Teacher for further referral if appropriate.
- This policy runs alongside other school policies, particularly Safeguarding Children, SEND, and Health and Safety.

APPENDIX A

Normanton Common Primary Academy – Intimate Care Plan

Child's name:	Class:
Nature of Intimate Care:	
Key staff: <ul style="list-style-type: none"><li>•</li></ul>	
Agreed procedures (where/how?): <ul style="list-style-type: none"><li>•</li></ul>	
Resources required (provided by parents/carers): <ul style="list-style-type: none"><li>•</li></ul>	
Any other arrangements (e.g. school trips etc) <ul style="list-style-type: none"><li>•</li></ul>	
Training requirements:	
Signed _____ (parent/carer)	
Signed _____ (school representative)	
Date: _____	
Review: _____	

## **APPENDIX B**

### **Personal Care Procedures**

The staff at Normanton Common Primary Academy will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix C)
- Report any marks or rashes to parents or follow safeguarding procedures
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Ensure appropriate dignity is maintained during changing while also operating in transparent way
- Inform a member of staff when changing is taking place

## **APPENDIX B**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be yellow bagged and placed in a hygienic disposal unit (identified bin in disabled toilet)
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Hand sanitiser