

Trinity Christian School ***Nursery, Primary & Secondary***



TRINITY
CHRISTIAN SCHOOL

Intimate Care Policy

Reviewed Date:	Oct 2020
To be reviewed:	Autumn 2021

Intimate Care Policy

Trinity Christian 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 children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Staff who provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition of “Intimate Care”

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of staff member’s duty of care. Intimate care should only be given to very young pupils (e.g. EYFS pupils) or as part of a pupil’s SIP. Intimate care should never be given to children who are able to clean themselves.

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 specific intimate care are trained to do so (including Child Protection) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from outside professionals, e.g. physiotherapist, health visitor. Staff will be supported to adapt their best practice in relation to the 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 him/herself as he/she can. 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. Careful consideration will be given to each child’s situation to determine how many members of staff will need to be present when intimate care is administered. Where possible, one child will be catered for by one adult however another adult will always be present in the room.

Specific intimate care arrangements will be discussed with parents/carers on a regular basis 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 and equal opportunities legislation.

Staff must wear disposable gloves and aprons when administering intimate care and ensure they wash their hands carefully. Soiled/wet pull ups must be double bagged and placed in the bin.

Trinity Christian School has a small stock of spare clothes for occasional accidents that children can borrow when necessary. Children who receive regular intimate care should provide sufficient change of clothing. Soiled items will be double bagged and taken home for parents to wash.

Child Wearing Nappies

At Trinity Christian School we encourage all parents to toilet train their child before starting nursery, however, we understand that there may be reasons why a child is not fully trained when

they start school. In this instance we ask that parents provide their child with “Pull Ups” rather than a nappy as these allow the child greater independence.

Parent partnership

Parents/carers will be provided with information of policy and practice in school. Such information includes a simple agreement form for parents/carers to sign and an agreed Personal Care Plan as outlined in Appendix 2.

See also Appendix 2 for the Procedure arranged for changing Pull-Ups.

Parents will be asked to provide the appropriate resources suitable for their child (pull up’s, wipes, nappy sacks, spare underwear and clothing).

If a parent does not want the school to provide intimate care, we are happy to telephone the parent to come into school to change their child. However, we would expect that the parent responds rapidly to such a request in order to reduce any stress of discomfort for the child.

Child Protection

The Protection of Children Child Protection Procedures will be adhered to.

If a member of staff has any concerns about physical changes in a child’s presentation, e.g. marks, bruises, soreness etc. he/she will immediately report concerns to the designated Child Protection Officer. If they are off site they will report to the Head Teacher or Assistant Head or Early Years Family Support Worker (EYFSW). 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 issues are resolved so that the child’s needs remain paramount.

Physiotherapy / Occupational Therapy

Children who require physiotherapy/occupational therapy whilst at school should have this carried out by trained physiotherapists. If this is agreed in the individual education plan or health care plan that a member of the school staff should undertake part of the physiotherapy/OT programmes (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. In no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.

Record Keeping

A written record should be kept every time a child requires assistance with intimate care. These records will be available to parents/carers on request. Parents/carers will be notified if their child soiled/wet themselves and needed to be changed.

All individual care plans should be stored in the Medical cupboard in Trinity Treasures.

Parents/carers will be notified if their child soiled/wet themselves and needed to be changed.

Trinity Christian School

Appendix 1

**Trinity Christian School - Trinity Treasures
Permission form for intimate care**

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay. Trinity has an Intimate Care Policy and a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely,

Mrs S O’Gorman
Trinity Treasures

Name of Child.....

Class.....

Please tick as appropriate

- I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Trinity Christian School
- I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer.....

Date.....

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Appendix 2

**Personal Care Plan
For children wearing nappies/pull-ups in school**

Child's Name: _____ D.O.B: ___/___/___

Completed By: _____

Date of Plan: ___/___/___ Review Date: ___/___/___

Procedure:

Who will change the child:
How will the child be changed? e.g. standing up in a cubicle
Who will provide the resources? e.g. wipes, pull-ups, disposable gloves
How will wet/soiled clothes be dealt with?
How will the child be encouraged to participate in the procedure?
Any other comments/important information: e.g. medical information

The plan has been discussed with me and I agree to change my child at the last possible moment before he/she comes to school, provide the resources indicated and encourage my child's participation in toileting procedures at home as appropriate as discussed and where possible.

Parent/Carer's full name: _____

Signature: _____

