

Intimate Personal Care

| Date | Review Date | Coordinator | Nominated Governor |
|-----------------------|-----------------------|-----------------------|--|
| September 2018 | September 2019 | Ms Jaime Byast | Personal Development, Behaviour and Welfare Portfolio Holders |

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We understand intimate personal care includes 'hands-on physical care in personal hygiene, and physical presence or observation during such activities.' Intimate personal care is any activity such as, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

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We wish to work in close partnership with parents/carers and other professionals to ensure continuity of care for pupils.

We treat every child as an individual treating them gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.

We have a duty to take full account of the religious views and cultural values attached to aspects of intimate personal care with children.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To safeguard the rights of children.
- To safeguard school personnel trained in intimate care procedures.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed school personnel suitably trained in intimate care procedures for children;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a the Leadership & Management Portfolio Holders to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- nominated the Personal Development, Behaviour & Welfare Portfolio Holders to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;

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- report to the Governing Body every term annually on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- have in place an agreement with parents that deals with the procedure for personal care in school;
- undertake risk assessments;
- ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- ensure school personnel who provide intimate care are suitably trained to do so;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- ensure suitable hygiene changing facilities are in place and well maintained;
- ensure essential resources are in good supply;
- make effective use of relevant research and information to improve this policy;
- ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel with Responsibilities for Intimate Care

School personnel will:

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- receive training in:
 - safeguarding and child Protection
 - intimate care procedures
- be professional in their duties at all times;
- be respectful of a child's needs;
- preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- be aware of a child's method and level of communication;
- make sure practice in intimate care is consistent;
- be aware of their own limitations;
- promote positive self-esteem and body image;
- report any concerns they have about a child;
- report any concerns they have about a colleague's intimate care practice;
- be aware of the danger of allegations being made against them;
- take precautions to avoid risk;
- ensure parents sign the intimate care agreement
- be aware of all individual intimate care plans;
- discuss intimate care arrangements with parents/carers regularly;
- record all arrangements of individual personal care plans;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental Catholic values;
- work in partnership with parents and carers keeping them up to date with their child's progress and behaviour at school.

Nappy Changing

Children may require **planned** assistance in nappy changing, i.e. when parents/carers have highlighted a particular need.

Nappy changing procedures include:

- Nappy changing undertaken in the KS1 disabled toilets. The classroom toilets may be used when a child is wearing 'pull ups'.
- Trained intimate care staff changes a child's nappy.
- Two members of staff will be present at all times when intimate care takes place.
- Record kept when each nappy is changed is administered (see Appendix 3) and information is shared with parents/carers (see Appendix 4).
- Children's nappies checked at appropriate intervals by nominated staff.
- Nappy changing resources are supplied by parents and readily available.
- A named bag for each child containing spare clothes/underwear provided by parent.
- A new set of gloves and apron to be worn for every nappy change.
- Child to be placed on a mat provided by the parent during a nappy change.
- Soiled nappies to be placed in a nappy sack for disposal.
- Any soiled clothes to be sent home in a separate bag.
- All cleaning wipes to be placed in a nappy sack.
- Nappy sack to be securely tied and placed in the appropriate bin for disposal.

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- Before dressing the child dispose of all personal protective equipment used in the appropriate bin.
- Hands to be washed before dressing child.
- Return child to the classroom.
- Then thoroughly clean the nappy changing area using supplied cleaning materials.

Other incidents when intimate care is required

Children may require **planned** assistance, i.e. when parents/carers have highlighted a particular need e.g. toilet training, when an impairment reduces pupil-independence (may be temporary or permanent) or the application of a prescribed cream or lotion. Planned assistance should be administered in line with the pupil's Intimate and Personal Care Plan (see Appendix 1)

Occasionally children may require **unplanned** assistance with intimate care, following toileting 'accidents', or when an impairment reduces pupil-independence.

The following procedures should be followed:

- Changing undertaken in the toilets nearest to the classroom.
- Two members of staff will be present at all times when intimate care takes place.
- As far as possible, children will manage their own intimate care, but may require physical presence or support from an adult.
- Record to be kept when intimate care takes place (see Appendix 3) and parents will be informed (see Appendix 4).
- A new set of gloves and apron to be worn each time intimate care is required.
- Any soiled clothes to be sent home in a separate bag.
- All cleaning wipes to be placed in a nappy sack.
- Nappy sack to be securely tied and placed in the appropriate bin for disposal.
- Hands to be washed before returning to the classroom.
- Return child to the classroom.
- Members of staff will check and clean the area where appropriate.

Role of Parents/Carers

Parents/carers will:

- Advise the school of any *known* intimate care needs relating to their child, by completing the Intimate Care Plan (see Appendix 1) with staff;
- Be aware of and comply with this policy, agree to the policy & sign the Home School Agreement (see Appendix 2);
- be involved with their child's intimate care arrangements on a regular basis;
- inform the school if their child have any marks or rash;
- Provide the school with a change mat, spare nappies, nappy bags, wipes, and a change of clothing including underwear (in a named bag);
- Work with the school to toilet train the child when appropriate so that routines are established and followed both at home and school;
- be asked to take part in periodic surveys conducted by the school;

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- support the school Code of Conduct (Heart of Sacred Heart) and guidance necessary to ensure smooth running of the school.

Rights of the Child

All children have the right to be treated:

- with sensitivity and respect in such a way that their experience of intimate care is a positive one;
- by professionals suitably trained and assessed to be competent to undertake procedures in intimate care

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such end of half term newsletters
- information displays in the main school entrance

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Appendix 1

Intimate and Personal Care Plan template

Appendix 2

Intimate Care Home-School Agreement

Appendix 3

Record of intimate care

Appendix 4

Notification slips of intimate care

| | | | |
|---------------------------------|--|--------------|--|
| Headteacher: | | Date: | |
| Chair of Governing Body: | | Date: | |

Appendix 1



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INTIMATE AND PERSONAL CARE PLAN

| | |
|----------------------|--------------|
| Child's Name: | Date: |
|----------------------|--------------|

| | |
|---|----------------------|
| Other agencies involved: | |
| (e.g. GP, School nurse/Health visitor, Continence adviser, Paediatrician) | |
| Name/Role | Address/Phone/e-mail |
| | |

| | | |
|---|----------|---------|
| Care plan - how we care: | | |
| | Details: | Action: |
| Working towards independence e.g. taking pupil to toilet at timed intervals, rewards, applying or taking medication independently | | |
| Arrangements for nappy changing/medical care e.g. who, where, parental support, safeguarding, health and safety | | |

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| | | |
|--|--|--|
| <p>Level of assistance needed/ level of independence promoted e.g. undressing, hand washing, dressing, self- cleaning</p> | | |
| <p>Infection control e.g. wearing gloves, apron, nappy disposal</p> | | |
| <p>Sharing information e.g. nappy rash, infection, family/cultural customs/ medical needs or developments</p> | | |
| <p>Resources needed: e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, underwear,</p> | | |

Signed by Class Teacher

Date

Signed by Support Staff

Date

Signed by Parent(s)/Carer(s)

Date

Review date

Appendix 2



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Intimate Care Home-School Agreement

In cases where nappy changing / support in toileting / hands on physical personal care is required

In cases where nappy-changing is required, parents are expected to provide a changing mat, a suitable amount of nappies, nappy bags, wipes and any cream needed (in a named bag). If a child requires cream to be administered the parent is expected to give written permission beforehand.

In cases where intimate care/support in toileting is required, all parents are asked to provide spare clothes in a bag (regardless whether their child is toilet trained) and ensure that a change of clothing ***including underwear*** is available every day.

The parent/guardian agrees to

- Ensure that my child is nappy-changed/toileted at the latest possible time before being brought to school
- In cases where nappy changing is required, provide the school with a changing mat, spare nappies, nappy bags, wipes and a change of clothing including underwear (in a named bag)
- In cases where toilet training/support in toileting is required, provide the school with wipes, nappy bags, a change of clothing including underwear (in a named bag)
- Work with the school to toilet train the child when appropriate so that routines are established and followed both at home and at school
- Read the Intimate Care Policy so that I understand and agree to the procedures that will be followed when my child is changed at school
- Review the Intimate Care Plan to work towards the best outcomes for the child
- Agree to inform the school should the child have any marks/rash

The school agrees to

- Change the child during any session should the child soil themselves or become uncomfortably wet

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- Provide hands-on physical support / physical presence should a child need support in toileting
- Monitor the number of times the child is changed
- Report should the child be distressed, or if marks/rashes are seen
- Review the Intimate Care Plan to work towards the best outcomes for the child

In cases where the application of medical cream or medicines are required, all parents are required to sign the medical consent form to ensure that school personnel are permitted to apply or supervise medication and to ensure that sufficient medication is in school and within expiry date.

The parent/guardian agrees to

- Work with the child to enable independence as soon as is appropriate to the condition and the child's age
- Provide the school with any updates or details of the condition including new outbreaks.

The school agrees to

- Supervise or apply medical care as appropriate.
- Inform parents immediately of any concerns or developments in the condition

Signed.....

Dated.....

Appendix 4



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Notification of Intimate Personal Care

Your child has required intimate personal care today, which was carried out in line with our Intimate Personal Care policy.

Class

Staff member.....

Date.....

✂-----

TEACHER COPY - Notification of Intimate Personal Care

| | |
|---------------|--|
| Child's name: | |
| Class: | |
| Date: | |
| Signed: | |