

Calmore Infant school



Intimate care Procedure and Guidance

Approved FGB Sept 2019

Review Sept 2022

Introduction

At Calmore infant school we want to ensure that all staff responsible for the intimate care of the children will undertake their duties in a responsible and professional manner at all times. Procedures have been adopted with referral to DFE Guidance including Keeping Children Safe in Education 2018 and Working Together to Safeguard Children 201

We recognise there is a need to treat children with respect and care.

The school would expect all children joining school in Yr R to be toilet trained unless there is a medical reason why this has not been possible. If children are not toilet trained, YR r Staff will discuss this at home visits/ induction meetings with parents and advise this needs to be in place before school to ensure children are at the same stage as their peers.

Where there is a medical need and the child cannot be expected to be independently access the toilet, the school would liaise with parents and medical professionals – school nurse etc to ensure the child's need were met. This would take place as part of the 'transition' 'procedures into school from e.g. Pre -school.

There are incidents where children have an 'accident' and the school staff will change the child.

Aims

To ensure children in school are comfortable and happy at all times

To ensure that children are treated with sensitivity and respect

To safeguard the rights and promote the welfare of children

To provide guidance and reassurance to staff who are required to change children

To assure parents that staff are knowledgeable about personal care and that their child's needs are taken into account

To protect children from discrimination and ensure inclusion for all.

What is intimate care?

'Intimate care' covers any task that involves the washing, touching or carrying out of a procedure to intimate personal body areas and is associated with bodily functions and personal hygiene including:

- toileting- assisting a pupil who has soiled him/herself,
- has been sick or feels unwell,
- washing
- dressing/undressing,
- feeding, oral care.

Working with young children adults are often required to be involved in duties that require intimate care of children and it is a very sensitive issue. Staff are required to be respectful of a child's needs and aware of safeguarding issues- vulnerability of children and vulnerability of adults. The child's dignity should be preserved with a high level of privacy, choice and control. In order to promote independence, children need to be supported in their understanding of toileting procedures.

Staff must be open to scrutiny and work with parents to provide continuity of care to children wherever possible.

Who will undertake intimate care?

This should be undertaken by named staff – not by visitors or parents other than the child's own parents.

In most circumstances the child's regular class LSA will be responsible for changing them. However, this may not be possible, so another member of staff may need to carry out the procedure

The child will know the person changing them as it is only staff members

Staff will talk to the child to reassure e.g. if an accident and child distressed) and talk about what they are doing and promoting and praising independence as well as talking about their learning that day.

Where will intimate care take place?

Intimate care will usually take place in the toilets- class toilets in Yr R. This area is private enough to protect the child's dignity. It also provides LSAs with the knowledge that their class teacher is nearby in an adjacent room knows what is happening and they are not vulnerable as well.

The adult dealing with the incident will need to tell another adult what they're doing and leave adjoining door open. It is not possible to have 2 members of staff involved so as long as another adult has been aware then this will be deemed to be sufficient.

No adult will be left alone behind a fully closed door when carrying out intimate care procedures

All intimate care procedures are recorded in a log book, either in YR R or in the accessible toilets. Parents will be advised at the end of the day if it was an accident or in line with the child's personal care plan/E H C Plan

If the accident is more serious in nature then, 2 members of staff may be required to deal with the incident and the incident dealt with in the accessibility toilets to allow for more discretion for the child. If a changing mat is required or if the soiling is heavy then the accessibility toilets allow more room. The member of staff will ensure that their colleague is informed and if necessary a second member of staff may be required to help.

If the child is distressed by the experience a phone call will be made to parents. They may be asked to take the child home if they are unwell.

Changing Procedures

- All staff involved have a DBS check
- All staff encourage children to be independent as much as possible.
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Soiling

1. Staff respond sensitively and professionally
2. Child will change themselves into dry clothing and wet items bagged up and sent home for washing. The child's independence will be encouraged as far as possible and staff will reassure.
3. Staff to wear disposable plastic apron and gloves- but hand washing essential afterwards
4. A record of the incident will be kept in school and parent informed verbally at home time/ phone call/note.

Heavier soiling/vomit

1. Staff respond sensitively and professionally
2. Child removed to less public place to avoid humiliation.
3. Child encouraged through guidance and assistance to clean themselves to make them more comfortable
4. Staff put on disposable apron and gloves

1. If adult help is needed, the adult is to remove only the clothes required to reach the soiled pants/ pull ups, unless further soiling has occurred and the child needs to be changed fully.
2. Adult to remove soiled pants/ pull ups. Pull ups put in nappy bin in the Pre school.
3. Child's skin cleaned – wiped- by child wherever possible and wipe disposed of.
4. Child to be dressed or encouraged to dress in clean clothes if soiled. Dirty clothes to be put in a bag and given to parents at the end of the day.
5. Children wash their hands thoroughly
6. Staff to wash hands thoroughly and clear area.
7. If changing mat used- which is unlikely , all equipment to be cleaned before and afterwards with antibacterial wash/ spray
8. A record of the incident will be kept in school and parent informed verbally at home time/ phone call/note.
9. If it is suspected that the child is unwell, then the member of staff will take the child to the medical room and office staff will contact home.