

HAREHILLS
PRIMARY
SCHOOL



Learn, laugh, love.

INTIMATE CARE POLICY

AUTUMN TERM 2016

Agreed by staff: CP, JH, JD

Agreed by Governors:

Review date: Autumn Term 2018

CHILDREN'S INTIMATE CARE GUIDELINES

DEFINITION

Intimate care is defined as any care of a personal nature, which someone requires. This can range, for example, blowing someone's nose, to care tasks of a much more personal nature, such as *washing someone's genital area*.

INTIMATE CARE GOOD PRACTICE GUIDELINES

These guidelines should be viewed as expectations upon staff, which are designed to protect both children and staff alike. In situations where a member of staff potentially breaches these expectations, other staff should be able to question this in a constructive manner.

If staff are not comfortable with any aspect of the agreed guidelines, they should seek advice from the Head of School. For example, if they do not wish to conduct intimate care on a 1:1 basis, this should be discussed, and alternative arrangements considered. For example, it may be possible to have a second member of staff in an adjoining room or nearby so that they are close to hand but do not compromise *the child's sense of privacy*.

STAFFING

Treat every child with dignity and respect and ensure privacy appropriate to the child's age and the situation. Privacy is an important issue. Much intimate care is carried out by one staff member along with one child. This practice should be actively supported unless the task requires two people. Having people working alone does increase the opportunity for possible abuse. However, this is balanced by the loss of privacy and lack of trust implied if two people have to be present – quite apart from the practical difficulties. It should also be noted that the presence of two people does not guarantee the safety of the child or young person – organised abuse by several perpetrators can, and does, take place. Therefore, staff should be supported in carrying out the intimate care of children alone unless the task requires the presence of two people. For older children it is preferable if the member of staff is the same gender as the young person. However, this is not always possible in practice.

PARENTS/CARERS

Each child, for whom it is appropriate, is to have a written 'Intimate Care Plan' included in their individual programme. This includes pupils requiring any oversight, assistance and supervision. Close involvement of parents/carers and child/young person are essential in developing 'Intimate Care Plans' and written consent must be given by them

The plan should be disseminated to all staff involved in the intimate care of the pupil. Care plans must be renewed regularly, at least once a year at the Annual Review.

RECORDING

A pupil changing record sheet should be signed by all staff involved in any intimate care tasks. Copies will be kept in a file in the hygiene suite/toilet area, and completed sheets stored in pupil's individual confidential files. There is also a section

on the sheet to record any comments or observations. e.g. – skin impairment – changed bowel or urinary pattern

If you are concerned that during the intimate care of the child:-

- You accidentally hurt the child
- The child seems sore or unusually tender in the genital area
- The child appears to be sexually aroused by your actions
- The child misunderstands or misinterprets something
- The child has a very emotional reaction without apparent cause (sudden crying or shouting)

Report any incident as soon as possible to another person working with you and make a brief written note of it. **Then please discuss immediately with a child protection co-ordinator.**

This is for two reasons: first, because some of these could be cause for concern, and secondly, because the child or another adult might possibly *misconstrue something you have done*. Additionally, if you are a member of staff who has noticed that a child's *demeanour* has changed directly following intimate care e.g. sudden distress or withdrawal, this should be noted in writing and discussed with your designated person for child protection.

Involve the child as far as possible in his or her own intimate care. Try to avoid doing things for a child that s/he can do alone, and if a child is able to help ensure that s/he is given the chance to do so. This is as important for tasks such as –

Removing underclothes as it is for washing the private parts of a child's body.

Support children in doing all that they can themselves. If a child is fully dependent on you, talk with her or him about what you are doing and give choices where possible.

Be responsive to a child's reactions. It is appropriate to 'check' your practise by asking the child – particularly a child you have not previously cared for – “Is it OK to do it this way?”; “Can you wash there?”; “How does mummy do that?” If a child expresses dislike of a certain person *carrying out her or his intimate care, try and find out why. Conversely, if a child has a 'grudge' against you or dislikes you for some reason, ensure your head of school is aware of this.*

Make sure practice in intimate care is as consistent as possible. Heads of school have a responsibility for ensuring their staff have a consistent approach. This does not mean that everyone has to do things in an identical fashion, but it is important that approaches to intimate care are not markedly different between individuals. For example, care during menstruation consistent across different staff?

Liaison with other professionals is essential where there are a number of carers and settings.

Never do something unless you know how to do it. If you are not sure how to do something, ask. If you need to be shown more than once, ask again. Certain intimate care or treatment procedures, such as rectal examinations, must only be carried out by nursing or medical staff. Other procedures, such as giving rectal valium, suppositories, or intermittent catheterisation, must only be carried out by staff who have been formally trained and assessed as competent.

Staff should be trained to be alert to the potential indications of abuse or neglect in children and be aware of how to act upon their concerns in line *the schools' Child Protection* procedures.

Encourage the child to have a positive image of her or his own body. Confident, assertive children who feel their body belongs to them are less *vulnerable to abuse. As well as the basics like privacy, the approach you take to a child's intimate care can convey lots of messages about what her or his body is 'worth'. Your attitude to the child's intimate care is important. As far as appropriate and keeping in mind the child's age, routine care of a child should be enjoyable, relaxed and fun.*

When out of the usual environment it is good practice to maintain the same standards of privacy and dignity. Prior knowledge of location, for example, layout of toilets is to be sought wherever possible.

Consideration is to be taken when disposing of children's/young persons soiled clothing. Prior agreement with parents/carers is to be sought wherever possible. Soiled clothing should be placed in a plastic bag for the parent/carer to take home to wash. Machine wash is recommended. No soaking of soiled clothing should take place. Any faecal matter should be disposed of down the toilet before placing clothing in a plastic bag.

FACILITIES

- Facilities are to be easily accessed by the child and designed with the appropriate advice from relevant professionals where necessary, for example, Occupation Therapist, Physiotherapist, School Nurse, or appropriately trained professionals.
- Hand washing facilities are to be provided within the room for the child/young person and staff. Liquid soap and wipes are to be available with hand drying facilities.
- A separate bin will be available to dispose of soiled nappies.
- The importance of privacy is maintained by ensuring the room can be seen to be in use and be secured from intrusion. The door will be closed to inform other staff that intimate care is taking place.

- All equipment is to be stored safely but easily accessible to the child where this is necessary. It is important to take into consideration the privacy of the individual children/young people and the safety of others.
- Facilities must be regularly inspected and maintained on daily basis.
- Any spare clothing must be stored in containers.

EQUIPMENT

The list of equipment detailed below is not exhaustive but gives examples of types of equipment available for use.

1. Rise and fall bed, with suitable sides.
2. Changing mat, suitable for younger child, covered with intact waterproof material.
3. Moving and handling equipment.
4. Gloves – if direct contact with blood or body fluids is anticipated, staff to wear seamless, non-sterile gloves (e.g. latex and non-latex which are powder free)
5. Aprons – disposable plastic aprons. The use of cotton is not recommended.
6. Disposable wipes – *the product as agreed in the 'Care Plan'*.
7. Cleansing agent – *appropriate for use and as agreed on the 'Care Plan'*.
8. Continence care products.
9. Yellow Clinical Waste Bags for waste that has come into contact with body fluids. Large amount of waste to be disposed of using yellow plastic bags. Green bins for weekly collection by Leeds City Council. All bags should be labelled, secured with self-locking tie and stored in an appropriate secure area awaiting collection for incineration.

These Intimate Care Guidelines were formally adopted by Harehills Primary School on _____
Date

Chair of Governors: Julia Shemilt _____

Head teacher: Jo Summerfield _____

INTIMATE CARE PLAN for children needing regular intimate care

Name	
Date	
Date of Birth	
Assessor	
Relevant Background Information	
Setting	
Consent given	
Identified need – specific individual requirement e.g. cream applied	
Communication	Use of symbols? Signs? Verbal prompts? Object of reference etc?
Self-care skills	Fully dependent/aided Supported/independent
Mobility	Independent/steady/grab rail Unsteady/wheelchair user
Fine motor skills	Can do – tapes/zips/buttons/taps/towels/adjust own clothing
Moving and handling Assessment Step by step guide to what happens	Tracking/mobile hoist or S, M, L or own sling in chair transfer using mobile hoist. Walking frame/support to table/physical turntable
Facilities	Environment to provide dignity safety Curtain Handwashing
Equipment	Gloves, wipes, aprons, waste bins foot operated Rise and fall bed. Changing mat/moving and handling equipment. Continence produce/nappy size/paper towels/liquid soap/spray cleaner

The disposal of soiled articles of clothing as agreed with parents/carers	Solid waste into the toilet. Clothes sent home in tied plastic bag. Indicate in bag or in diary contents of bag.
Frequency of procedure required	On arrival/mid-morning/lunchtime/mid-afternoon/ whenever necessary/on request
Review date	Whenever needs change

ADVICE ONLY

If your child needs cleaning, plain water will be used with a few drops of liquid cleanser added to the water.

Name of liquid cleanser –

Please advise if this is not suitable for your child and send in an alternative.

I/we have read, understood and agree to the plan for Intimate Care

Signed

Name

Relation to child

Date

CHANGING RECORD for individual children with a care plan.

PUPIL _____

WEEK BEGINNING _____

W(wet), D(dry), B(bowels open), M(menstruation), U(urinated), S(soiled)

DAY/ DATE	TIME	SIGNATURES	W, D B, M U, S	COMMENTS/OBSERVATIONS Eg – skin impairment – changed bowel or urinary pattern

Please remember – if you have any concerns, then please discuss immediately with a senior member of staff or child protection co-ordinator

CHANGING RECORD for children who don't have a care plan but have had an accident.

Consent given on Early Years Welcome pack? yes/no

Verbal consent given (e.g. phone) yes/no

Name of child _____ Class _____

Date	Time	Staff member	W, D B, M U, S	Comments/observations Eg – skin impairment – changed bowel or urinary pattern	Equipment use e.g. wipes provided by parent. Or water and tissues

W(wet), D(dry), B (bowels open), M(menstruation), U(urinated), S(soiled)

Please remember – if you have any concerns, then please discuss immediately with a child protection co-ordinator