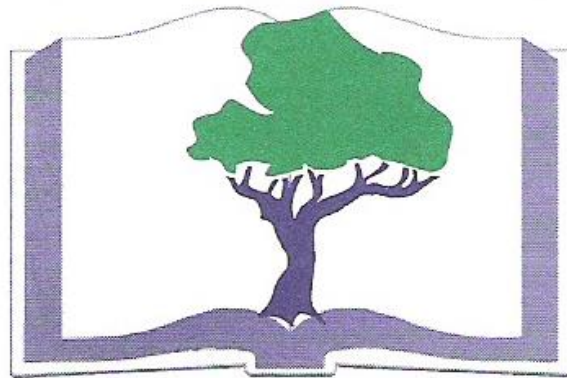


GREENWOOD PRIMARY SCHOOL AND NURSERY UNIT

GREENWOOD



PRIMARY SCHOOL

Intimate Care Policy

February 2019

GREENWOOD PRIMARY SCHOOL AND NURSERY UNIT

INTIMATE CARE POLICY

1. Mission Statement

The mission statement for Greenwood

“Nurturing children for a life of learning”

encapsulates our belief that “care of the child” cannot be separated from “educating the pupil”.

The school aims to provide rich and varied learning experiences to promote the all-round development of the child, in a happy and caring environment. Central to the creation of this environment Greenwood Primary School and Nursery Unit aims:

- To develop attitudes and dispositions which will be the foundation for life-long learning.
- To develop each child’s capacity to gain competence in the key areas of Communication, Using Mathematics and Using ICT.
- To develop knowledge, skills and understanding in all Areas of Learning and enhance the children’s abilities in the Thinking Skills and Personal Capabilities.
- To help each child to thrive at a level appropriate to their stage of development, facilitating the development of their self-esteem, self- confidence and independence.
- To enable the children to respect and value each individual’s ideas and views, recognising we are all different.
- To enable the children to appreciate their personal contribution to the school community and begin to understand aspects of our local environment and the wider world.

2. Introduction

Greenwood Primary School and Nursery Unit 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 when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children.

- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a private one.
- To safeguard adults required to operate in sensitive situations.
- To inform parents/carers in how intimate care is administered.

3. Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. The child should be encouraged to express their views on their own intimate care and these views should be listened to and taken into account. It is important for staff to bear in mind how they would feel in the child's position. Parents/carers and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the child's right to privacy and dignity is maintained at all times.

4. Definition

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents/carers have a responsibility to advise staff of the intimate care needs of their child and staff have a responsibility to work in partnership with children and parents.

Intimate care can include the following:

- Supporting a pupil with dressing/undressing e.g. a pupil has fallen and clothing needs to be removed in order to treat cuts or assess injury.
- Providing comfort or support for a distressed pupil.
- Assisting a pupil requiring medical care.
- Cleaning a pupil who has wet/soiled him/herself, has vomited or feels unwell.
- Providing first aid assistance.
- Assisting with toileting issues.
- Supervising a child involved in intimate self-care.

5. Supporting Dressing/Undressing

Sometimes it will be necessary for staff to aid a child in getting dressed/undressed, particularly in Nursery or Foundation Stage. Staff will always encourage children to attempt undressing and dressing unaided.

Staff will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be contacted and asked to assist their child and informed if the child becomes distressed.

6. Providing Comfort or Support

Children may seek physical comfort from staff, particularly children in Nursery or Foundation Stage. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way that communicates that the touch, rather than the child, is unacceptable.

7. Medical Care/Procedures (See Policy on the Administration of Medicines)

If it is necessary for a child to receive medicine during the school day parents/carers must complete the necessary documentation and discuss their child's needs with the Principal. ***It must be made clear to parents/carers that the administration of medicines is voluntary and is at the discretion of individual teachers.***

In cases of specific ongoing procedures only staff suitably trained and assessed as competent should undertake the procedure. Such procedures would usually form part of a child's Statement of Special Educational Need/Intimate Care Plan/Medical Care Plan. These would be discussed with the child's parents/carers and appropriate consents received.

Such specific intimate care arrangements, that have been agreed with a parent/carer, should be reviewed every 6 months or sooner if required. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements.

8. Toileting Accidents/Soiling

All children are expected to be toilet trained from entry to Nursery/Primary School. However, we fully understand that occasionally accidents may happen whereby a child wets/soils him/herself.

Clean underwear and suitable clothing will be kept in Nursery/School so that if a pupil has an 'accident' of this nature he/she will in the first instance be offered fresh clothing into which he/she can change, along with wet wipes to assist the pupil with cleaning him/herself, if appropriate. In these situations, the pupil will be directed to the toilet cubicles, in order to ensure privacy and the maintenance of dignity. Depending on age, the child will be orally assured by the adult (usually a classroom assistant but may also include a teacher) who will remain outside the toilet cubicle and in view from the main corridor, enabling them to maintain contact with the pupil and offer words of guidance

and reassurance. If a child comes into the boys' toilets, then the adult leaves the area until the child has finished. Another adult should be informed that guidance/assistance is being provided for a child.

If the pupil for whatever reason cannot clean him/herself and change into clean clothing, then the parents/carers will be contacted and asked to come to school to assist the child. Where parents/carers are able to come to school to assist his/her child then the child is comforted and kept away from the other children to preserve his/her dignity until the parent/carer arrives. Children are not left on their own whilst waiting for a parent/carer to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. However, the needs of the child are paramount and if a child is distressed and this would be further added to by waiting for a parent/carer to come to school, school staff will assist the child.

If a parent/carer cannot come to the school, then verbal permissions will be sought to physically assist the child. If contact cannot be established, then the Vice-Principal/Principal will be consulted. If deemed necessary, then staff will assist the child and thus may need to come into some level of physical contact in order to aid the child. In these circumstances two members of staff will be present. (Usually classroom assistants but may also include a teacher).

If a child needs to be cleaned, staff will ensure that:

- Protective gloves are worn.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning in order to ensure the child's comfort.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit or excrement are wiped up, using the appropriate materials.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

All toileting/soiling accidents and the support given will be recorded. Where a change of clothing was required and the child changed him/herself, with adult guidance, then a notification slip is provided for parents/carers. If adult assistance is required, e.g. child had soiled him/herself then an intimate care record will be completed.

Hygiene

All staff should be familiar with normal procedures for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

9. Communication With Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication.

Children communicate using different methods, e.g. words, signs, symbols, body movements, pointing.

To ensure effective communication:

- Ascertain how the child communicates e.g. consult with child, parent/carer.
- Make eye contact at the child's level.
- Use simple language and repeat if necessary.
- Wait for response.
- Continue to explain to the child what is happening even if there is no response.
- Treat the child as an individual with dignity and respect.

10. Safeguards for Children - Our Approach to Best Practice

All staff at Greenwood Primary School and Nursery Unit undergo police checks through Access NI.

Staff receive regular training in Safeguarding and Child Protection procedures. Child Protection Procedures and Multi-Agency Child Protection procedures will be adhered to.

Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from outside agencies such as physiotherapist/occupational therapist. Such information generally forms part of the child's Statement for Special Educational Need or resulting Individual Educational Plan.

The child will be supported to achieve the highest level of autonomy that is possible given his/her age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for wiping themselves. Each child's right to privacy will be respected.

Individual intimate care plans will be drawn up for particular children as appropriate e.g. in line with the child's Statement for Special Educational Need, to suit the circumstances of the child. 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. Intimate Care Plans will be reviewed every 6 months or sooner as required.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for safeguarding/child protection.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection/Safeguarding Policy).

11. Monitoring and Review

This policy was formulated through consultation between staff and school's governing body and was approved on 8th February 2017.

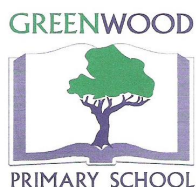
This Policy will be reviewed every 2 years or earlier if necessary.

Signed: _____ Principal

Signed: _____ Chair, Board of Governors

Date: _____

Reviewed February 2019 – no changes made
Next review – February 2021



Greenwood Primary School and Nursery Unit Parental Permission for Intimate Care

Should it be necessary, I give permission for my child to receive intimate care (e.g. help with changing/adjusting clothing, following an accident (toilet or otherwise), sickness, food spillage).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discreetly should the occasion arise.

This consent will apply for the full period of attendance at Greenwood Primary School and Nursery Unit.

My child is allergic to plasters. (✓ tick box if applicable)

Child's Name: _____

Class: _____

Signed: _____
(Parent/Guardian)

Date: _____



Greenwood Primary School and Nursery Unit Intimate Care Plan

Pupil's Name:	Date of Birth:
Reasons for the Plan:	
Level of Supervision:	
What assistance is required?	
When?	
Where?	
Facilities and Equipment	
Any equipment required to be listed below.	
Who will monitor this plan?	This plan was completed by:
	Date:
	Date for Review:

This plan has been agreed by:			
Designation	Name	Signature	Date
Parent/Carer			
Principal			
Teacher			

**Greenwood Nursery Unit
Intimate Care Provision**

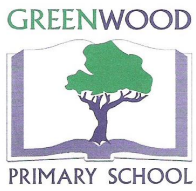
Date: _____

Your child had an accident at the toilet/at snack/ at water play today and was changed by _____.

Please feel free to speak to the member of staff, if you wish to do so.

Please return the Nursery clothes as soon as possible.

Thanks, the Nursery team.



**Greenwood Primary School
Intimate Care Provision**

Child's Name: _____

Your child had an accident at the toilet/at snack/ at water play/in the playground today and required a change of clothes.

Please feel free to speak to the class teacher, if you wish to do so.

Please return the school clothes as soon as possible.

Many thanks.

Signed: _____

Date: _____

Greenwood Primary School and Nursery Unit Intimate Care Record

Please complete following the need to provide a child with intimate care e.g. as a result of a toileting/soiling accident where direct adult assistance was required.

Pupil's Name:	Date of Birth:
Reasons for the need for Intimate Care:	
Steps taken to alleviate the need for Intimate Care: (e.g. self-help attempts made by child, contact made with parents/carers)	
Who provided intimate care?	
Outline the level of care provided/actions taken to assist the child:	
Where?	
Child's Reaction following Intimate Care (e.g. happy, settled back to class, upset):	
Follow-Up contact made with parent/carer:	

Signed: _____

Date: _____

Signed: _____

Date: _____