



## **Bay Education Trust Intimate Care Guidance**



### **Introduction**

Intimate care describes any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate and personal areas. In most cases such care will involve cleaning for hygiene purposes as part of our duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent will undertake the procedure (eg. the administration of rectal diazepam).

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity will always be preserved taking into account privacy, choice and control. Child protection issues will be at the forefront of our minds. Staff behaviour must be open to scrutiny and staff must work in partnership with parents /carers to provide continuity of care to children wherever possible.

### **Our Approach to Best Practice**

The management of children with intimate care needs will be carefully planned. A 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 intimate care are trained to do so (including Child Protection and Health and Safety training in Moving and Handling) and are fully aware of best practice. All staff working in the nurseries will be expected to familiarise themselves with this guidance on an annual basis. Apparatus will be provided to assist children who need special arrangements following assessment from physiotherapist / occupational therapist.

The child will be supported to achieve the highest level of autonomy possible given their age and understanding. Staff will encourage each child to be as independent as possible for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for children as needed.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers may be needed when a child is toileted. Where possible, one child will be looked after by one adult unless there is a documented reason for having more adults present.

Wherever possible the same child will not receive intimate care by the same adult on a regular basis. Ideally there will be a rota of carers who are known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing but also ensure consistency.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staff and equal opportunities legislation.

### The Protection of Children

Child Protection Procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation eg. marks, bruises, soreness, etc they will immediately report and record concerns to the appropriate designated person for child protection.

Pupils will be offered some choice as to who deals with their personal care. As far as is practical the child's wishes will be respected and acted on. If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding Policy).

All staff working in the nurseries will be expected to familiarise themselves with this guidance on an annual basis and will sign to say they have read the guidance.

### Health and Safety

Health and safety advice for schools can be found in the Health and Safety Handbook available to schools through the LEA, Civic Offices, Torquay.

### Further Guidance

- "Working Together To Safeguard Children", Inter-Agency Child Protection Procedures.
- Circular 10/95, Protecting Children From Abuse; The Role of the Education Service DFEE. [www.dfes.gov.uk/publications/guidanceonthelaw/10\\_95summary](http://www.dfes.gov.uk/publications/guidanceonthelaw/10_95summary)
- What To Do If You're Worried A Child Is Being Abused. Summary (2003) [www.doh.gov.uk/safeguardingchildren/index.htm](http://www.doh.gov.uk/safeguardingchildren/index.htm)

### Nappy Changing Procedures

Each member of staff will follow the procedure below when changing a nappy:

- The child will always be consulted before an intimate care routine takes place i.e "Can I change your nappy when you have finished your ....." This gives the child time to process what is happening next. A child would never be forced to leave their chosen activity to have their nappy changed.
- The child will use the steps to reach the nappy changing unit unless the child does not feel at ease in which case we will offer alternatives such as standing or lying down on a lower changing mat. This child's needs and preferences are always considered.
- Staff will wash their hands thoroughly after changing a child and use dry paper towels to dry them.
- Staff will wear new disposable gloves and aprons while changing a child and will dispose of them correctly afterwards.
- Nappies will be provided by parents/carers in clearly labelled changing bags. These nappies will be used when changing children. In the event of a parent/carer not providing nappies for their child, a telephone call will be made as soon as possible. If the child is in need of changing immediately, we will use the school's supplies and then will request parent/carers replenish our stock.

- Soiled nappies and wipes will be securely wrapped and disposed of in the designated covered bin.
- After use the changing area will be cleaned with antibacterial spray.

### Soiling and Toileting

Each member of staff will follow the procedure below when changing children out of their clothes :

- The child will be encouraged to care for themselves as much as possible to promote independence. When not possible, staff will carry out the required care for the child.
- The care is carried out in a reassuring and understanding manner.
- Privacy is given appropriate to the child's age and situation
- Soiled clothing is put in a plastic bag and sent home with the child at the end of the day.
- Staff will wear new disposable gloves and aprons while changing a child and will dispose of them correctly afterwards.
- Staff will wash their hands thoroughly after changing a child and use dry paper towels to dry them.

### Supporting Dressing and Undressing

- Staff will always encourage children to be independent in dressing and undressing.
- Children will not be left unclothed for any period of time.

### Sun cream

In the hot weather children will be required to wear suncream. This will need to be applied to children before they come to school. For children in Year 1 and Early Years who can spend most of their day outside we will need to reapply sun cream through the day. We will always encourage children to independently apply sun cream however our youngest children may need support with this. We will always apply sun cream only on the skin that is exposed and after we have explained to children that we will need to apply the cream.

### Individual Intimate Care Plans

Some children will have a personalised intimate care plan that will highlight any adaptations regarding the provision of intimate care for children with specific needs. Parents and any other relevant health care professionals will be involved in the consultation, writing and review of these individual plans. Any adults involved in providing identified individual intimate care will have the plan shared with them and will contribute to the review process.

### First aid and Intimate Care

Staff who administer first aid should ensure, wherever possible, that another adult or other children are present. The pupil's dignity must always be considered and, where contact of a more intimate nature is required, (eg. assisting with toileting or the removal of wet / soiled clothes) another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Regular requirements of an intimate nature should be planned for. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The

child's view must be actively sought and, in particular, any discomfort with the arrangements addressed (see Intimate Care Model Policy and Guidance).

#### Physical Education and Other Skills Coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment.

Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

#### Showers / Changing Clothes

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults should announce their intention of entering the changing rooms, avoid remaining in changing rooms unless the child's needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore staff need to be vigilant about their own conduct eg. being discreet if changing in the same area.

#### Photography, videos and Similar creative Arts

Staff should be aware of the potential for such mediums of teaching to be used for the wrong purposes. Additionally, children who have been previously abused in this way may feel threatened by the legitimate use of photography, filming etc. The potential for founded and unfounded allegations of abuse requires that careful consideration be given to the organisation of these activities.

The school has clear policies and protocols for the taking of and use of images and of photographic equipment. These require the justification and purpose of the activity; its content; avoidance of one-to-one sessions; appropriate privacy when the changing of clothes is required; and arrangements for access to the material and its storage.

Consent to participating in these activities should be sought from the child and those with parental responsibility at the beginning of courses but staff should remain sensitive to those children who appear particularly uncomfortable with the activity.

All material produced should be viewed for acceptability by another member of staff. Its circulation should be in accordance with the LEA's / school's "Use of Images" policy and relevant arrangements with parents.

**Reviewed: March 2021**