



Cricket Green School

Intimate Care Policy



Date reviewed: Spring 2016

Review Date: Spring 2017

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Aims

The aims of this document and associated guidance are;

- To provide guidance and reassurance to staff
- To safeguard the dignity, rights and well being of children and young people
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

Rationale

Cricket Green School is committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We recognise that there is a need to treat children with respect when intimate care is provided. No child will be attended to in a way that causes distress, embarrassment or pain. The child's welfare and dignity are paramount at all times. Children are generally more vulnerable than adults, and staff involved with any aspect of pastoral care need to be sensitive to pupils age, ability and exceptional need.

Our Intimate care policy has been developed to safeguard children and staff.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- feeding
- oral care
- washing/showering
- changing clothes
- toileting/nappy changing
- changing of sanitary towels
- emergency first aid and medical assistance
- supervision of a child involved in intimate self-care.
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Procedure for the administration of medical needs; daily or emergency; is already in place.

Principles Of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
- Every child has the right to be accepted for who they are, without regard to age, gender, race, culture beliefs or exceptional need
- Every child has the right to express their views on their own intimate care and to have such views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

School Responsibilities

All staff working with children are appointed subject to a CRB check and two references. Only permanent staff who are familiar with the intimate care policy and other pastoral care policies of the school are involved in the intimate care of children. Supply staff, once trained, may be involved in the intimate care of children.

Students and volunteers may only be involved in the intimate care of children if supporting permanent staff.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

School will build into its care programme parental advice and views. Only in exceptional circumstances will intimate care be carried out that has not been discussed with parents.

Guidelines for Good Practice

Adhering to the following guidelines of good practice should safeguard children and staff and avoid some forms of assistance being open to misinterpretation.

1. Involve the child in the intimate care

Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible using symbols/photos for support.

Check your practice by asking the child or parent about any preferences while carrying out the intimate care.

2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

3. Make sure practice in intimate care is consistent.

As a child may have multiple members of staff, a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.

4. Be aware of your own limitations

Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed. These procedures will be identified in a child's Care or Management Plan.

5. Promote positive self-esteem and body image.

The approach you take to intimate care can convey lots of messages to a child about their body worth.

Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

6. If you have any concerns you should report them.

If you observe any unusual marks / behaviour please report it to the designated teacher for child protection in accordance with the schools CP procedures..

7. If a staff member has concerns about a colleague's intimate care practice, he or she should report this to the Head or CP co ordinator.

Intimate Care Plan

Where a routine procedure is required an intimate care procedure should be agreed by all staff concerned to ensure consistency of practice.

Out of school visits, clubs, etc

Staff should take particular care when supervising pupils in a less formal atmosphere eg afterschool clubs, trips, residential visits etc. The standard of behaviour expected of staff will be no different from the behaviour expected within school. To ensure pupils' safety, increased vigilance will be required to ensure that children are not compromised.

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. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- make eye contact at the child's level
- use simple language or symbols and visual prompts as necessary
- give time for a response;
- continue to explain to the child what is happening even if there is no response; and
- treat the child as an individual with dignity and respect at all times.

Intimate care procedure

Toileting is one of the first self-help skills children learn. It is also a time in which sanitary procedures and personal hygiene are very important to reduce the opportunity for germs to spread that may cause illness for staff and children.

- Only a person with a DBS will change children's nappies or assist with intimate care.
- If an intimate care procedure has been agreed, staff need to be aware of and follow the procedure consistently
- Children's nappies or pants should be changed in a designated area which complies with Health, Hygiene and Safety regulations. The child's privacy must be respected at all times.
- The designated area/mats etc. will be cleaned before and after a child is changed with a suitable disinfectant cleaner.

- A child will never be left alone on the changing mat/ bed.
- Staff should wear clean disposable gloves and plastic aprons for each child.
- Children are to be encouraged to participate in the changing process as appropriate e.g. wiping themselves, pulling up their pants etc.
- Wet/soiled nappies and vomit will be discarded in the nappy bins provided
- Blood disposal - in bins lined with bags and sealed.
- Sanitary towels will be discarded in sanitary bins.
- Soiled pants will be rinsed out, double bagged and returned to parents/carers to be washed or disposed if deemed necessary.
- Appropriate hand washing facilities will be available for the adult and the child and hands will be washed using anti-bacterial soap and dried thoroughly with a paper towel after completing the procedure.

CD/BB

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