



# Ark Burlington Danes Primary Academy

## Intimate and Personal Care of Pupils Policy

Date of last review:	September 2015	Review period:	4 years
Date of next review:	September 2019	Owner:	Headteacher
Type of Policy:	School	LGB/ Board approval:	LGB

Every pupil matters: Every lesson counts



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## INTRODUCTION

Ark Burlington Danes Primary Academy is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all pupils with respect when intimate care is given. Our practice permits and promotes the greatest level of self-care and independence for every pupil.

## DEFINITION

Intimate Care is any care which involves washing, touching, changing or carrying out an invasive procedure that younger children are not developmentally able to do independently, for example:

- Dressing;
- Changing soiled or wet clothes;
- Changing a nappy or pull up;
- Toileting;
- Washing;
- Application of topical medicines (e.g. sun creams, eczema creams);
- First aid and medical assistance.

## PRINCIPLES

The provision of personal care may be routine in the nursery setting for some of the youngest pupils who have not yet been fully toilet trained. It is also part of the routine care for some pupils with a disability. However, the need for personal care occurs from time to time for other pupils in the academy.

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

Every pupil has the right:

- To be safe
- To personal privacy
- To be valued as an individual
- To be treated with dignity and respect
- To be involved and consulted in their own intimate care to the best of their abilities
- To express views on their own intimate care and to have such views taken into account
- To have levels of intimate care that are appropriate and consistent.

All staff working with children hold up-to-date criminal record checks and have provided relevant information with regards to 'disqualification by association'. Staff designated to carry out this work will be properly trained, receive appropriate guidance and know the academy's child protection policy, the intimate care policy and other related pastoral care policies. Students and volunteers are **not** permitted



to be involved in intimate care. Staff behaviour is open to scrutiny and staff at Ark Burlington Danes Primary Academy work in partnership with parents/carers to provide continuity of care to pupils wherever possible. The academy is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times.

The management of all pupils with intimate care needs will be carefully planned. The pupil who requires intimate care is treated with respect at all times; the pupil's welfare and dignity is of paramount importance.

A pupil will be encouraged to attend to their own needs wherever possible and safe to do so – depending on their age and stage of development. It may be possible to provide supervision and guidance, intervening only where necessary or if the pupil asks for help. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, it will be of limited duration. Staff will encourage each pupil to do as much for themselves as they can.

Each pupil's right to privacy will be respected. Personal care should always be provided in an appropriate area so that the pupil is afforded privacy.

Careful consideration will be given to each pupil's situation to determine how many carers might need to be present when a pupil is toileted or changed. Where possible, one child will be cared for by one adult. When a member of staff is required to provide intimate care they must first notify another member of staff so that they are aware and remain in close proximity.

If a pupil has a continuing need for intimate care, for example, they are in a nappy, arrangements will be discussed with parents/carers, and an individual care/support plan will be written and signed. Advice and support from a Health Visitor or school nurse will be sought where necessary. Meetings will take place between the parents/carers and the academy on a regular basis to monitor progress. The needs and wishes of pupils and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parent/carers will provide nappies or pull ups, wipes, nappy sacks and a changing mat (where appropriate). The academy will provide gloves and disposable aprons for staff.

When a pupil requires intimate care, the member of staff caring for the pupil will notify another member of staff of the task being undertaken, and it will then be recorded in the 'Intimate Care' record book. Wherever possible the same pupil will not be cared for by the same adult on a regular basis; all members of staff are known to the pupil and will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing. Due to the ratio of female to male staff, intimate care will usually be provided by a female member of staff.

It is the responsibility of all staff caring for a pupil to ensure that they are aware of the pupil's method and level of communication. Depending on their maturity and levels of stress pupils may communicate using different methods - words, signs, symbols, body movements, pointing, etc.



To ensure effective communication:

- Make eye contact at the child's level;
- Use simple language and repeat if necessary;
- Wait for response;
- Continue to explain to the pupil what is happening even if there is no response; and
- Treat the pupil as an individual with dignity and respect.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to the appropriate person for child protection. A clear record of the concern will be completed and referred on if necessary (see child protection policy).

## RESPONSIBILITIES

### **Management responsibilities:**

- To ensure that staff will receive on-going training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid/ child protection procedures; and other aspects of Intimate Care.
- To keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required.
- To provide Induction programs for all new staff and to ensure that all new staff are familiar with the school's Intimate and Personal Care of Pupils policy and relevant Intimate Care procedures.

### **Staff Responsibilities:**

- Staff must be familiar with the Intimate and Personal Care of Pupils policy/procedures.
- Staff must adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to management within the academy.
- Designated staff will liaise with parents/carers and other appropriate services over the development and implementation of the agreed Intimate Care Procedures.
- Designated staff will liaise with other professionals regarding specific aspects of Intimate Care if appropriate.

## MONITOR AND REVIEW

It is the responsibility of the Local Governing Body (LGB) to evaluate the effectiveness of this policy and procedure. On a day to day basis this responsibility is delegated to the Head Teacher who reports to the LGB as appropriate.

This policy is a working document and will be reviewed every 4 years.



## EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/ maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.



## Appendix 1

**Intimate Care Procedures****Procedure for undressing and dressing pupils – after soiling/getting clothes wet/dirty:**

(Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

**Ensure:**

- **You have told another member of staff that you are involved in an intimate care procedure**
- **This takes place away from others, but that doors are left ajar**
- Ensure you are wearing disposable gloves and a disposable apron
- Encourage the pupil to remove clothing from lower body first and to do it independently. Provide help or assistance only when, and if needed
- Wash/clean as required – again encourage the pupil to do this independently using wet wipes.
- Ensure lower regions are covered before removing garments from upper body (if necessary)
- Give the pupil the clean clothes (either provided by the parents/carers, or where these are not present lend them some clothes)
- Encourage the pupil to dress themselves. Provide help and assistance as appropriate/required.
- Put the wet or soiled clothes in a plastic bag and return to parents at the end of the day.
- Pupil must then wash their hands, with soap or gel
- Remove gloves and apron and wash your hands. Dispose of these in the appropriate bin
- **IMPORTANT** - Record the care given. A second member of staff must also sign the record sheet to show they were aware of the care given



## Appendix 2

**Intimate Care Procedures****Procedure for changing nappies / pull ups:**

(Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

**Ensure:**

- **You have told another member of staff that you are involved in an intimate care procedure**
- **This takes place away from others, but that doors are left ajar**
- Ensure you are wearing disposable gloves and a disposable apron.
- Remove clothes from the pupil's lower body, or provide help if they do not do it independently.
- Take off the nappy while the pupil is standing
- Wipe away the mess using wipes provided. It may be possible to encourage the pupil to do this for themselves.
- Ensure the skin is clean and dry.
- Put on a clean nappy (using a changing mat) or pull up (whilst pupil is standing). Check that it fits snugly around the waist and legs.
- Dress the pupil or allow them to dress themselves if they are able to.
- Pupil to wash their hands.
- Ensure that the soiled nappy is put in a nappy sack or plastic bag and dispose of the nappy using the appropriate bin
- Dispose of gloves and apron
- Wash your hands with soap
- Record and let parents know that X's nappy was changed today X times at ...am/pm by X.



Appendix 3

**Record of Intimate Care**

Please refer to the Intimate and Personal Care of Pupils Policy

- **YOU MUST NOTIFY ANOTHER MEMBER OF STAFF WHEN YOU ARE GIVING INTIMATE CARE**
- **ONLY MEMBERS OF STAFF WITH FULL & CURRENT DBS CHECKS ARE TO GIVE INTIMATE CARE**
- **NO MOBILE PHONES / CAMERA TO BE PRESENT WHEN INTIMATE CARE IS GIVEN**

Name of child receiving intimate Care	Name of Staff Involved	Date	Time	Reason e.g. wet, muddy, soiled	Detail of procedure carried out	Staff Signature	Second Staff Signature



## Appendix 4

**PERMISSION FOR SCHOOL STAFF TO PROVIDE INTIMATE CARE**

- I give permission to the school to provide appropriate intimate care support to my child e.g.
  - Changing soiled nappies
  - Changing soiled clothing
  - Washing
  - Toileting when and if needed
  - Other intimate care as may be necessary.
- I will provide the school with suitable nappies and a change of clothes.
- I acknowledge that the school may prefer that any intimate care be provided by any member of the Nursery Staff rather than one individual.
- I will advise the Headteacher/Nursery Staff of any medical complaint my child may have which affects issues of intimate care e.g. an upset stomach
- I have read the School's Intimate Care Policy

<b>Name of child</b>	
<b>Name of Parent/Carer</b>	
<b>Signature of Parent/Carer</b>	
<b>Date</b>	



**RECORD OF INTIMATE CARE – PART OF INDIVIDUAL CARE PLAN**

Please refer to the Intimate and Personal Care of Pupils Policy and the child's personal care plan

- **YOU MUST NOTIFY ANOTHER MEMBER OF STAFF WHEN YOU ARE GIVING INTIMATE CARE**
- **ONLY MEMBERS OF STAFF WITH FULL & CURRENT DBS CHECKS ARE TO GIVE INTIMATE CARE**
- **NO MOBILE PHONES / CAMERA TO BE PRESENT WHEN INTIMATE CARE IS GIVEN**

Name of Child:

Date of Birth:

Name of Staff Involved	Date	Time	Detail of procedure carried out	Staff Signature	Second Staff Signature



**Home / School link for children requiring an Individual Intimate Care Plan**

**Pupils's Name:**

<b>Date / Time</b>	<b>Messages / Requests</b>	<b>Signed</b>