

Dixons Music Primary

Policy Documentation

Policy: Intimate Care

Responsibility for Review: INCo

Date of Last Review: September 2016

Intimate Care

Introduction

- All children at Dixons Music Primary have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the curriculum.
- This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding policy, Health and Safety policy and Administering of Medicines policy.
- The aims of this policy and associated guidance are: to provide guidance and reassurance to staff; to safeguard the dignity, rights and wellbeing of children and young people; and to assure parents that staff are knowledgeable about intimate care and that their child's individual needs and concerns are taken into account.

Principles

Dixons Music Primary will ensure that:

- no child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- no child with a named condition that affects personal development will be discriminated against
- no child who is delayed in achieving continence will be refused admission
- no child will be sent home or have to wait for their parents/carer due to incontinence
- adjustments will be made for any child who has delayed continence

Legislation

- This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005

Practice

Intimate care tasks cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing incontinence pads or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with parents/carers

Staff at Dixons Music Primary work in partnership with families to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- Prior permission must be obtained from parents before intimate care procedures can be carried out.
- Parents are empowered and encouraged to work with staff to ensure their child's needs are identified, understood and met.

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability, i.e. what tasks they are able to do by themselves, and opportunities for developing independence are taken
- Acknowledgment and respect for any cultural or religious sensitivities related to aspects of intimate care
- Arrangements for transport and trips are taken into account
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:

- Spare incontinence pads (nappies, pads, 'pullups')
- Wipes, creams, waste disposal sacks etc.
- Spare clothes
- Spare underwear

The school will supply the following:

- Accessible but private hygiene suite facility
- Hand washing facilities
- Appropriate waste disposal (bin with foot operated lid)
- Gloves

Staffing

Collaboration between parent/carers and staff in writing the care plan will strive to ensure all parties feel confident that best practice is being achieved and avoid potentially stressful areas of anxiety and conflict. All staff undertaking intimate care will, in line with standard recruitment and selection processes, have enhanced DBS checks, relevant training and support and be familiar with the individual care plan.

Trained staff should be available to substitute and provide intimate care if the usual staff member is not available. No staff member can be required to provide intimate care and, as such, intimate care will only be provided by those who have specifically indicated a willingness to do so.

Staff who provide intimate care should do so in a caring way; every child has the right to be treated with respect and dignity.

Best practice

When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve this.

All staff working in early years settings must have a CRB check. Particular staff members are identified to change a child with known needs; they plan and record their work with that child.

Safeguarding

Staff are trained on the signs and symptom so child abuse which in line with Safeguarding guidelines.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Designated Safeguarding Lead will look into the situation and record any findings. These will be discussed with the child's family in order to resolve the problem. If necessary the academy will seek advice from other agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing (disposable plastic gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home (staff will not rinse it). Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Intimate Care

Parent / Guardian Consent Form



To be completed by the parent / guardian of any student for whom intimate care is being provided by Dixons Music Primary staff. The academy will not provide intimate care unless you complete and sign this form, in accordance with the guidelines set out in the Individual Needs policy.

Please complete in block letters

Review date / staff member	
Name of school / setting	
Name of child	
Date of birth	
Class	

Child's identified intimate care need:							
Projected outcome for this care plan:					Review:		
Identified level of support (tick appropriate level):							
Oversight		Prompts		1:1		2:1	
Description of support required (step by step):							
Working towards independence							
Child will try to:				Staff will do:			

Completed by:		Signature:		Date:	
School Nurse:		Signature:		Date:	
Parent / Carer:		Signature:		Date:	