

College Farm Nursery School

"Lifelong learning in a home from home."



Intimate Care Policy

Intimate Care Policy



This Intimate Care Policy has been developed to safeguard children and staff and applies to everyone involved in the intimate care of children in College Farm Nursery School.

In College Farm Nursery School, we aim to meet the needs of each child in our care through having appropriate safeguarding procedures in place and also actively seeking to promote each child's welfare.

All staff provide intimate care to children as required and all staff have completed child protection training. The school has a Code of Conduct in place and staff will undertake their duties in a professional manner at all times. No child should be attended to in a way that causes distress or pain.

To promote self-help skills and independence, children will be encouraged to toilet fully independently. However, there may be times when children will need adult support with changing and care. Parental consent for this will be sought and consent permits staff to assist change children as necessary. Students will not be involved in intimate care.

All intimate care support will be recorded by the staff member who attends to the child and parents/carers will be made aware of any clothing changes. The school will ask each parent to provide a bag of spare clothes that will remain in school for their child should they need to change their clothes. Should a child be badly soiled, home will be contacted and the child should be collected and taken home, where they can be washed and made more comfortable.

Staff Code of Conduct

All actions concerning children must uphold the best interests of the child as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children in their charge must be above reproach. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. The following procedures must be observed at all times:

1. Only children whose parents have given permission for them to be changed may be changed. The parent/carer of those children for whom parental consent has not been received should be telephoned instead. A list of any children who may not be changed will be clearly sited for all staff to check.
2. Due to the difficulty supervising the rest of the class, two members of staff will not be present when a child is being changed. However, the member of staff changing the child will alert the other member of staff prior to starting to change the child.
3. To provide visual access, the bathroom door should always remain open.
4. While every attempt should be made to give the child privacy and preserve their dignity, other children will not be barred from the toilet area during changing.
5. Staff must wear disposable gloves and an apron, when appropriate, when changing a child.

6. Children should be encouraged to remove the clothes to be changed by themselves where possible.
7. If required, children will be given a wet wipe to freshen themselves.
8. Children should be encouraged to dress themselves with help being given when necessary.
9. A note of the change must be recorded in the Changing Record Sheet and signed by the staff member. Wet/soiled clothes will be sent home and the parent/carer informed at the end of the day along with a Record of Change Sheet.
10. A child who is asking for help in the toilet should be encouraged and directed how to clean themselves where possible. Where intervention is necessary, the other member of staff should be alerted, and the record sheet signed by the staff member on completion.
11. Should a child be heavily soiled and in need of a full wash, home should be contacted, and the child should be collected and taken home from school to be made more comfortable.

Intimate Care Plans

Where planned intimate care is required on a regular basis for example with pupils with Special Educational Needs / physical disabilities, an Intimate Care Plan must be agreed in discussion with parent/carer and school staff plan should be signed by all who contribute on an agreed basis. permission sought from parent / carer (Appendix 1).

The plan should have the child's safety, privacy, and dignity as paramount (Appendix 2).

The plan should include:

- Clear information regarding the assistance to be provided;
- The method of communication to be used by the child;
- The named person/s with responsibility to assist the child;
- The timetable, if possible, when assistance will be provided;
- Arrangements in the absence of the named assistant/s;
- Arrangements for school events and activities;
- The means by which the arrangement will be monitored;
- The maintenance of a record of assistance (Appendix 3).
- While it is recommended to have two members of staff assisting the child, this level of resourcing may not be available, and while the introduction of a second assistant may be perceived as providing protection against allegations of abuse, it can also further erode the child's privacy.
- If the plan has been agreed and signed by parents, staff, and child if appropriate, it is acceptable to have one assistant unless there are implications regarding safe handling.
- Two persons are required to assist if a hoist is being used. In this case the second person should be identified and made known to the child and parents.
- Alternative arrangements must be in place in the absence of one or both of the named

staff. However, the school should be aware that the introduction of other staff to the care context without prior arrangement can increase the vulnerability of the child and adults.

- The plan should specify the assistance to be provided as clearly as possible e.g. undressing /cleaning the child, changing a nappy, holding child in position, etc.
- The assistant/s should talk to the child throughout the procedure e.g. "I am going to help you undress", "I am using a wipe to clean your bottom".
- The assistance should be rehearsed in the bathroom with the parent/s present to ensure clarity. Following this there should be no change to what has been agreed.
- Teachers should be made aware of the care timetable, particularly if the child needs to be absent from class, and should be aware of the approximate time the procedure should take. The assistant/s should ensure their return to the classroom is noted.
- The plan should be signed by all contributors and reviewed on a regular basis.

Confidentiality

Information regarding agreed procedures must be treated confidentially and recorded/held only in the child's school file. Information should not be disclosed or discussed with any adults other than those with responsibility for the child's personal care and should not be referred to in the presence of other children.

Care should be provided at agreed times, at the child's request or in response to an agreed signal. Staff should make themselves familiar with the child's manner of communication, whether verbal, sign or eye contact.

Appropriate terminology for parts of the body and bodily functions should be clarified between the child, parents, and his/her assistant/s.

Training and Resources

- All staff providing personal care must have received child protection training. Specialised training may be required if the child uses a wheelchair, hoist, colostomy bag or requires an invasive procedure such as rectally administered medication. This training may be arranged through the Children and Young People Services Directorate of the EA, and the Health Trust School Health Teams.
- It is recommended that the school's arrangements in the absence of named assistants should involve only members of staff who have undergone appointment procedure including background scrutiny. **Casual substitute staff should not provide intimate care in the school setting.**
- The school must provide appropriate accommodation that insures privacy for the child, and is sufficiently spacious to accommodate any other equipment the child may need, such as a changing bench or hoist. The provision of appropriate accommodation and equipment should be arranged in conjunction with the Children and Young Peoples Services Directorate of the EA.
- The school should provide resources to ensure that procedures are carried out hygienically. This may include disposal aprons, gloves, wipes and medicated hand washing products.
- Additional requirements may include labelled bins for the disposal of soiled waste; items such as needles, catheters, etc, and arrangements for the collection of such waste. This

can be arranged through the Operations and Estates Directorate of the EA and the District Council.

- Schools should ensure that the assistant has a means of attracting attention and assistance in an emergency.

Monitoring and evaluation

This policy will be evaluated and monitored in line with the school's policy review schedule.

Date:	September 2023
Date Ratified by Board of Governors:	October 2023
Chair of Board of Governors Signature:	<i>Mrs Reneé Quinn</i>
Review Date:	September 2025



College Farm Nursery School

Permission for Intimate Care

Child's Name:	
DoB:	
Address:	
Parent/guardian:	
<p>I/we give permission for the assistance detailed overleaf to be provided to my/our child, and will advise the school of any change that may affect this provision.</p> <p>Signed:</p>	



College Farm Nursery School

Intimate Care Plan

Child's Name:		DoB:
Diagnosis:		
Assistance:		
Timetable:		
Person(s) assisting:		
Alternative arrangements:		
Location/equipment:		

Designation	Signed	Date
Parent/s		
Class Teacher		
Assistant/s		
Principal		

School Use:

Care Plan Review Date:	
Notes	

