



BRANWOOD
PREPARATORY
SCHOOL

INTIMATE CARE POLICY

Version	2 (Version 1 March 2013)	3			
Policy reviewed on	April 2015	April 2016	April 2017		
Policy Written by	Mrs Boulton (Foundation Co-ordinator)	Mrs Follett	Mrs Follett		
Policy seen by Headmistress and Governor on (date / signature)					
Policy Review Date	April 2016	April 2017	April 2018		

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.



Intimate Care Policy

1.0 Rationale

1.1. This policy has been written using guidance towards supporting children who require reasonable adjustments made in arrangements for personal care under the relevant legislation including

- Early Years Foundation Stage (2012),
- Equality Act (2010),
- Disability Discrimination Act (2010),
- Statutory guidance eg SEND Code Of Practice (January 2015)

1.2 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.

1.3 Branwood Preparatory School is responsible for the care of all children, whatever their needs or difficulties, including some children with learning and physical difficulties who have an increased dependency and require practical support with their intimate care needs at school.

1.4 We have defined Intimate Care as direct care of the child in terms of any personal care activity a child would normally be able to do for him or herself. These needs are no different to the needs of a child who is more independent and able but there are differences in the nature, method and principles of fulfilling those needs.

1.5 Intimate care is a high risk activity in terms of abuse and it is particularly important that there are guidelines on Intimate Care, both to protect those being cared for and the staff who care for the children's needs. We take the view that everyone is safer if expectations are clear and approaches are as consistent as possible.

1.0 Aim

2.1 To outline good practice during intimate care tasks so we can distinguish between good and poor care practice.

2.2 To protect the children and the staff who are asked to carry out Intimate Care tasks.

2.3 To outline a system that works effectively for the child, ensuring a consistent approach is undertaken and that approaches to intimate care are not markedly different between individuals.

2.0 Definition

3.1 Intimate personal care includes hands on physical care in personal hygiene and physical presence or observation during such activities.

3.2 Intimate personal care tasks can include:

- Feeding
- Oral care
- Washing
- First aid and medical assistance
- Supervision of a child involved in intimate self-care
- Toileting
- Dressing and undressing

4.0 The Governing Body

4.1 The Governing Body is responsible for:

- Ensuring the health and safety of their employees and anyone else on the premises or taking part in school activities. They therefore have a responsibility to ensure that an appropriate intimate care policy is in place.
- Making sure that the intimate care policy is effectively monitored and updated on a yearly basis.
- Ensuring that the school has endeavoured to make reasonable adjustment to support children who need intimate care in partnership with parents, staff and outside agencies.

5.0 The Headmistress

5.1 The Headmistress is responsible for putting the policy into practice. She will:

- Plan an individual tailored school intimate care policy with the help of staff, local education and health professionals.
- Plan the school's intimate care policy in line with devolved national guidance.
- Liaise between interested parties – school staff, parents, governors, the school health service and pupils.
- Ensure that the plan is put into action, with good communication of the policy to everyone.
- Ensure every aspect of the policy is maintained.
- Assess the training and development needs of staff and arrange for them to be met.
- Monitor the policy and how well it is working, including reviewing it yearly.
- Report back to the trustees and governors about the intimate care policy.

6.0 Staff

6.1 All staff involved in intimate care routines will have been police checked and will receive appropriate training to carry out this aspect of their work.

6.2 All staff have responsibilities. These include:

- Two people needed for the change, one to do the changing and one to ensure the safeguarding of both child and adult (this does not mean there has to be two people physically there each time, as that is not always possible although preferred, but there needs to be another person aware of what is happening to support the member of staff and child)
- If needed, agreeing how often the child would be changed should the child be staying for the full day.
- Staff should be aware of the abilities of the child. The child should be enabled and encouraged, as far as is reasonably possible, to contribute to his/her own intimate care.
- Ensure privacy, appropriate to the child's age and gender. The school takes the view that the issue of privacy is important. All children will be changed in a discreet area with all of the necessary equipment to hand i.e. changing mat, protective gloves, wipes, clean pull-ups, change of clothes etc.
- Children have the right to be respected. Respect of the child's body and integrity should be included in all care procedures. Ideally, someone who has a positive long-term relationship with the child should carry out intimate care tasks. New members of staff should get to know the children in the classroom context before getting involved in intimate care tasks.
- A strong focus should be evident on choice and decision making skills. Wherever appropriate, decision making should be an integral part of the process – e.g. Do you want to go to the toilet or not? Should we wash your hands or face first? Can I help fasten your trousers?
- Pupils will be prepared and involved in what is going to happen. Staff will raise the child's awareness of the process. Objects of reference, symbols, signs, gesture and verbal explanation will be given as appropriate.
- Intimate care tasks are not an interruption to the timetable. These practices should be valued as part of each child's essential life skills curriculum. They are an opportunity to develop independent and age appropriate skills, increase dignity and to raise self-esteem.
- Never do any task unless you are confident in your ability to do it. Never guess; ask a colleague to help.
- If you are concerned – report it. Intimate care tasks should never be approached light heartedly. If a child has soreness or something to cause you concern, follow School's Child Protection Procedures.
- Barrier materials will always be used e.g. disposable gloves. Appropriate Positive Handling Procedures will be followed when necessary.
- Sharing of Information. The school may wish to seek the advice of the school nursing service or other health professional. Should this need arise, parental consent will be sought before sharing any personal information.
- Main Procedures :
 - Staff to wear disposable gloves and aprons while dealing with the incident
 - Soiled items to be double wrapped
 - Soiled training pants and or underwear to be disposed of as instructed by parents
 - Changing area to be cleaned after use with disinfectant. The person cleaning should wear disposable gloves.
 - Hot water and liquid soap available to wash hands as soon as the task is completed
 - Paper towels available for drying hands
 - Mobile children are changed standing up

7.0 Pupils

7.1 Pupils have the responsibility to:

- Treat all pupils equally.
- To treat those children who need changing with respect.
- To allow a child who needs intimate care to do so with dignity.

8.0 Parents

Parents are children's first and most enduring educators, when parents and practitioners work together in early years settings the results have a positive impact on children's development and learning

(Early Years Foundation Stage Card 2.2 Positive Relationships: Parents as partners.)

8.1 Parents have the responsibility to:

- Agree to ensure that the child is changed at the latest possible time before being brought to school
- Providing the school with spare nappies and a change of clothing
- Understand and agree the procedures that will be followed when their child is changed at school – including the use of any cleanser or the application of any cream
- Agree to inform the school should the child have any marks/rash
- Agree to a 'minimum change' policy ie.: the school would not undertake to change the child more frequently than if she/he were at home
- Agree to review arrangements should this be necessary
- Should the soiling be of a nature that constitutes a health and safety concern for the child, the staff or other children, the parent will be required to collect, shower and return to school as soon as possible

9.0 Record keeping

9.1 Parents are required to give permission for staff to carry out any intimate care appropriately. Ensuring that all instructions are included eg how many times, what time, for how long etc. (Appendix 1)

9.2 Staff will complete the toilet changing/ training plan when they change each child. (Appendix 2)

9.3 Staff will inform parents if they have changed, given medication, assisted in toileting, fed, washed or dressed their child that particular day.

10.0 Links to other policies

10.1 The Intimate Care Policy should be read in conjunction with the Health and Safety Policy and possibly other policies such as Fire Evacuation and Safeguarding, depending upon the reason for referring to policies.

Version	Date of Review	Reviewer	Changes made
2	March 2015	Mrs Boulton	Change to the lay out of the policy. Changes to the way intimate care is done due to guidance changes.
3	April 2017	Mrs Follett	No changes

Appendix 1

(Headed Paper)

Dear Parents,

I am writing to you regarding your child's need for support with intimate care routines.

We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines.

Yours sincerely,

Headmistress

BRANWOOD PREPARATORY SCHOOL – INTIMATE CARE

I have received a copy of the School's Intimate Care Policy.

I *would/would not** like an opportunity to discuss the School's Intimate care Policy with a member of staff.

Signed: _____

Name: _____

Date: _____

* Please delete as appropriate

Appendix 2

TOILET TRAINING/CHANGING PLAN

Child's Name _____ D.O.B. _____

Name of Adult _____

Date	Time	Code	Adult Signature	Comment

TP=Tried Potty TT=Tried toilet UP=Used toilet
WP=Wet Pants S=Sore AC=Applied Cream
WB=Wipe Bottom SP=Soiled Pants / Clothing