



# Rosebank School

Listening, Responding, Learning

## **POLICY FOR MANAGING INTIMATE CARE**

<b>DATE OF THIS POLICY:</b>	<b>DECEMBER 2019</b>
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<b>Person responsible:</b>	Lucy Lee

## **ROSEBANK SCHOOL**

### **POLICY FOR MANAGING INTIMATE CARE**

#### **PURPOSE**

This document aims to provide clear principles and guidance on the issue of supporting intimate care needs in the school environment.

This policy should be read in conjunction with Rosebank's:

A Guide to ASC in Rosebank School

- Safeguarding Children and Young People Policy
- Health and Safety Policy
- Equality Statement and Objectives

and also the DfE Policy Keeping Children Safe in Education 2019.

#### **RATIONALE**

Many children experience difficulties at times for a variety of reasons. Some children and young people are delayed in achieving continence, some may experience early puberty.

#### **AIMS**

- To safeguard the rights and promote the welfare of children;
- To provide guidance and reassurance to staff;
- To assure parents and carers that their child's needs will be met;
- To remove barriers to learning and participation and ensure inclusion for all children.

#### **PRINCIPLES**

All children must be welcomed and not excluded from any activities because of a delay in achieving continence. Children's intimate care needs will be attended to promptly by a member of school staff. Children will be changed discreetly to ensure their comfort and health and welfare.

#### **COMMITMENTS**

- To protect a child's dignity with a high level of privacy, choice and control;
- To promote independence wherever possible;

- To consult parents and carers and respect their views and wishes and take religious and cultural values into account.

## **DEFINITION**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, for example care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

Also included is supervision of children involved in intimate self-care.

## **BEST PRACTICE**

As part of initial gathering of information from parents when a child starts school, staff will seek parental views on practices at home for their child. Parents will receive a copy of this policy, which will be included in the Parent Pack. Parents are asked to sign to say that they have received this policy and agree to intimate care for their child as part of the Permissions page on the Pupil Information Form completed when a child starts at Rosebank. Parents will also be offered an opportunity to discuss their child's needs with an appropriate member of staff.

All children at Rosebank who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. 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, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff at Rosebank will raise the child's awareness of any intimate care procedures before they take place by the use of objects of reference, symbols, signs, gesture and verbal explanation as appropriate.

All intimate care practices should be valued as part of that child's essential curriculum. They are an opportunity to develop independent and age-appropriate skills, increase dignity and raise self-esteem. Choice and decision making skills will form part of the process, eg "Do you want to go to the toilet or not?"; "Should we wash your hands or face first?"; "Do you want help to fasten your trousers?" Emphasis should be on teaching the use of the 'Help' symbol, dressing and toileting schedules, and these will be available for use at all times.

## **PROMOTING PERSONAL DEVELOPMENT**

### **Continen**

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to school. At Rosebank we acknowledge that there may be children with longer term continence issues for whom an individual programme may need to be put in place. In addition there may be children joining us in school who are

at different stages of developing their independence in toileting who may need short term support in this important area of self-care.

No child will be refused a place at Rosebank in relation to continence issues.

Rosebank is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development.

Children’s dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff behaviour is open to scrutiny and staff at Rosebank will work in partnership with parents/carers to provide continuity of care to children.

• **Menstruation**

Should a pupil at Rosebank start their menstrual cycle then everything within this policy would appertain to the procedures, care, dignity and support for that pupil.

**HEALTH AND SAFETY**

Children may be changed in any of the toilet areas throughout school, depending on the location of their classroom. Some toilet areas are attached to classrooms, eg Ash, Holly and Oak; others have designated Boys’ or Girls’ toilets, located in Key Stage 2 in the corridor. There are also shower facilities attached to this toilet area.

Appropriate resources provided:

<p><u>From Home</u></p> <ol style="list-style-type: none"> <li>1. Nappies/pull-ups</li> <li>2. Wipes</li> <li>3. Spare clothes (including underwear)</li> </ol>	<p><u>School</u></p> <ol style="list-style-type: none"> <li>1. Disposable gloves and aprons</li> <li>2. Spare wet wipes</li> <li>3. Where necessary, spare nappies and/or pull-ups</li> <li>4. Nappy sacks</li> <li>5. Clinical bin for disposal of nappies</li> <li>6. Spare underwear (for emergency use)</li> <li>7. Plastic bags for wet/soiled clothing</li> <li>8. Antibacterial cleanser</li> <li>9. Air freshener</li> </ol>
<p><u>From Home (Menstruation)</u></p> <ol style="list-style-type: none"> <li>1. Sanitary wear</li> <li>2. Wipes if appropriate</li> <li>3. Spare clothes</li> </ol>	<p><u>School</u></p> <ol style="list-style-type: none"> <li>1. Emergency sanitary pack</li> <li>2. Disposable gloves</li> <li>3. Clinical bin for disposal of pads</li> <li>4. Plastic bags for soiled clothing</li> <li>5. Antibacterial cleanser and hot water</li> </ol>

If a child accidentally wets or soils him/herself they will be attended to in the toilet area usually used by that child.

Staff involved in this procedure will be expected to wear disposable gloves.

All children will stand up for all procedures of intimate care, even very young children.

Wet or soiled nappies, gloves and aprons and any items used for cleaning the changing area will be disposed of in the medical waste bin provided. The medical waste bin is located within the locked area next to the playground Garage. Each class that has children who need changing has a small bin with a lid in the toilet area where soiled items will be placed until they can be transferred to the medical waste bin at the end of each day.

Wet or soiled underwear/clothing will be returned to parents. Temporary storage of these will be in a tied bag hung on a child's peg.

The changing area will be cleaned after use.

Hot water and liquid soap will be available to wash hands as soon as the task is complete. Paper towels will be available for drying hands.

## **SAFEGUARDING**

At Rosebank we have no anticipation that the intimate care of a child either in nappies or otherwise should raise any safeguarding issues as all staff are checked through the Disclosure and Barring Service (DBS). In addition, all staff have received Safeguarding Training from an organisation approved by the CWAC Safeguarding Children Partnership team. Therefore it will be normal practice for only one adult to be involved in attending to a child's personal needs. The person attending to a child will always be a member of the school staff.

At all times staff will be encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities within school. If any marks or injuries are noticed on a child during changing these will be reported following Rosebank's procedures outlined in the Safeguarding Children and Young People Policy and inter-agency child protection procedures.

Professionals in all agencies need to be alert to the possibility of a girl being at risk of Female Genital Mutilation (FGM), or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Warning signs may be found in the document Female Genital Mutilation: multi-agency practice guidelines updated 22<sup>nd</sup> July 2014, on the Gov.UK website.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding through PSHCE.

## **INTIMATE CARE ON EDUCATIONAL VISITS**

A changing bag will be taken on Educational visits for all children who are not fully toilet trained or where there is a risk of a toileting accident if there are no toilet facilities immediately available. When carrying out risk assessments for educational visits access to toilet facilities will be taken in to account.

Where public toilets are used on Educational Visits staff will take children in to the Disabled toilet where available or the ladies toilets where they need supervision from staff. Disabled toilet facilities will be used where these are available for children who need changing. If using the ladies toilet a cubicle with a door which can be shut to protect privacy will be used. The door will not be locked.

For children who are independent in toileting disabled, ladies or men's toilets will be used as appropriate to the needs of the child. When boys are using the men's toilets staff will check that there are no men in there before allowing the children in. They will wait outside the door for the children to finish using the toilet.

On trips to sports activities school staff will supervise children in using toilets and will attend to any intimate care needs.

## **SUPPORT FOR STAFF**

All staff should be aware of the policy and guidelines for providing intimate care for children. There should be regular opportunities for them to raise any issues and share concerns. Staff will be offered training where appropriate.

# WORKING TOWARDS INDEPENDENCE IN INTIMATE CARE ROUTINES



Child's name ..... DOB .....

Adults involved .....

.....

I can already:	Adult support	Verbal prompt	Independent
Pull pants down			
Undo nappy			
Sit on toilet			
Nappy on – pull from back to front			
Pull up trousers			
Flush toilet			
Place nappy in bin			
Wash hands			
Dry hands			

Aim – I will try to:

Progress will be reviewed termly. Next review due .....

Parent signature ..... Date .....

Class Teacher signature ..... Date .....

End of term evaluation

Date:

