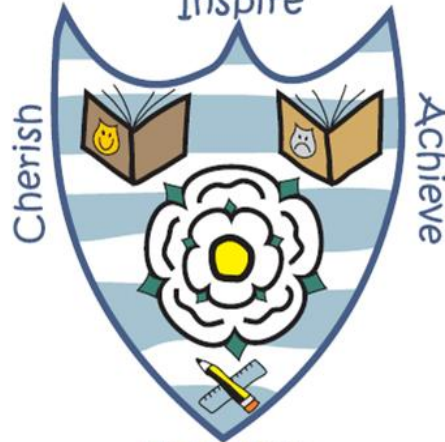


Birkwood Primary

Inspire



Cherish

Achieve

Together

School

INTIMATE CARE POLICY

(part of the Safeguarding procedures)

UPDATED FEBRUARY 2016

Introduction

Staff at Birkwood Primary School who work with children who have special needs realise that the issue of intimate care is a difficult one and requires staff to be respectful of children's needs.

Definition

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene including such issues as continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Aims

Birkwood Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children will have a high awareness of child protection issues. Staff behaviour will be open to scrutiny and staff will work in partnership with parents/carers to provide continuity of care to children wherever possible.

Staff will deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Our Approach

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are fully aware of best practice. Where required, apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible the staff who are involved in the intimate care of children will not usually be involved with the delivery of sex and relationship education to their children as an additional safeguard to both staff and children involved.

There will be careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child will be made aware of each procedure that is carried out and the reasons for it.

As a basic principle, children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. At all times, adults will be supervised when changing children to ensure safeguarding protocols are followed for both staff and children.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

Each child will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

The Protection of Children

Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

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

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection. A clear record of the concern will be completed and referred to the appropriate social care department. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm. [See Barnsley Safeguarding Children Board Child Protection Procedures and also the Safeguarding and Child Protection Policy].

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Health & Safety

At Birkwood, we have designated areas that provide a suitable place for the changing of children. In the main school there is a toilet area which provides additional space for attending to a child's personal needs.

In the nursery, there is a disabled toilet area and medical room which both provide an appropriate environment for attending to children who may also be wearing pull-ups or nappies.

Each of these areas will have appropriate resources provided.

<u>Nursery</u>	<u>Main School</u>
<ul style="list-style-type: none"> • Disposable gloves and aprons • Changing mat • Wet wipes • Spare nappies and pull-ups • Nappy sacks • Separate bin for nappy disposal • A selection of suitable spare underwear and clothing • Plastic bags for wet/soiled clothing • Antibacterial cleanser/wipes • Disposable cloths • Air freshener • Antibacterial soap 	<ul style="list-style-type: none"> • Disposable gloves and aprons • Changing mat • Wet wipes • Nappy sacks • A selection of suitable spare underwear and clothing • Plastic bags for wet/soiled clothing • Antibacterial cleanser/wipes • Disposable cloths • Air freshener • Antibacterial soap • Hand sanitising gel



Procedure for Changing Children

1. Wash hands
2. Assemble equipment including any provided by the parent (nappies, wipes, change of clothing etc.)
3. Ask child to stand on the changing mat
4. Put on gloves and apron if required
5. Remove wet/soiled nappy or clothing
6. Clean the skin with disposable wipes
7. Fold nappy inward on itself and double wrap in a nappy bag. Dispose of in the bin provided
8. Place soiled/damp clothing in a labelled bag and store in the changing area until given to parents at the end of the session
9. Once the child has been changed and removed from the changing area, clean the surface with antibacterial detergent spray or wipes and leave to dry
10. Wrap gloves, aprons and any wipes/cloths used for cleaning the changing area and dispose of in the bin provided
11. Wash hands thoroughly
12. Complete the intimate care record sheet or the child's individual file