

John Ray Infant 'School House' Nursery



Intimate Care Policy and Guidelines

Staff consulted: 28th September 2020

Ratified by the Governing Body:

Review Date: *Annual review*

Introduction

The Intimate Care Policy and Guidelines applies to every-one involved in the intimate care of children at John Ray Infants 'School House' Nursery.

This policy should be read in conjunction with other policies held by the school including Child Protection Policy, Health and Safety Policy, Safer Recruitment Policy, Equalities Policy and Code of Conduct.

Aims

All children have a right to be safe, to be treated with courtesy, dignity and respect. They have the right to feel safe and secure and be treated with a professional approach.

- To provide guidance and reassurance for staff.
- To provide help and support in children becoming fully independent.
- To treat intimate care procedures with sensitivity in order to maintain the self-esteem of the child.
- To work with parents/carers to create a suitable care plan where necessary.
- To ensure that staff involved in intimate care work within guidelines that protect themselves and the pupils involved.

Definition of Intimate Care

Intimate care is any care which involves washing, touching or carrying out of an invasive procedure that the children in Nursery will not developmentally be able to carry out for themselves. In addition to this there may be a physical disability, special educational needs associated with learning difficulties, developmental delay or medical difficulty which would further impact on the individual child's ability to carry out self-care skills independently.

In most cases intimate care will involve procedures to do with personal hygiene. In the case of very intimate procedures only a person suitably trained and assessed to be competent should be undertake the procedure.

Care Plans

Where a child has particular needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence of turnover
- Where changing will take place
- What resources and equipment will be used (cleansing agents used or cream to be applied?) and clarification of who is responsible (parent or school) for the provision of the resources and equipment
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

Care Plan Agreements

In these circumstances it may be appropriate for the nursery to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B).

This will include:

The parent:

- agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school
- providing the setting with spare nappies or pull ups and a change of clothing
- understanding and agreeing the procedures that will be followed when their child is changed – including the use of any cleanser or wipes
- agreeing to inform the setting should the child have any marks/rash
- agreeing to a “minimum change” policy i.e. the setting would not undertake to change the child more frequently than if he/she were at home
- agreeing to review arrangements should this be necessary

The school/nursery:

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- agreeing to monitor the number of times the child is changed in order to identify progress made
- agreeing to report should the child be distressed, or if marks/rashes are seen
- agree to ensure sensitive information about a child is only shared with those who need to know
- agreeing to review arrangements should this be necessary

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the nursery is taking a holistic view of the child’s needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (Family Health Visitor) will be closely involved in forward planning.

Personal Care Procedures

The staff at John Ray Infant ‘School House’ Nursery will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional ‘accident’.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

Child Protection

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place.

Few settings will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised. Where ever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

Monitoring and Review

- The SENCO will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families
- It is the SENCO's responsibility to ensure that all practitioners follow the school policy
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) for further referral if appropriate
- This policy runs alongside other school/nursery policies, particularly Safeguarding Children, SEND and Health and Safety.

APPENDIX A

John Ray Infant 'School House' Nursery Intimate Care Plan

| | |
|---|--|
| Name of child: | |
| Name of person to change child: | |
| Name of person to change child if main adult unavailable: | |
| Where changing will take place: | |
| What resources and equipment will be needed: | |
| Who will provide resources and equipment: | |
| Training requirements for all staff: | |
| Disposal of waste products: | |
| Infection control measures: | |
| Special arrangements for trips: | |
| Date of Plan: | |
| Review date of plan: | |
| Review comments: | |

If the child is unduly distressed staff will contact parent/carer.

Signed SENCO

Parent

APPENDIX B

John Ray Infant 'School House' Nursery

Intimate Care Plan Agreements

The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to the Nursery.
- I will provide the Nursery with spare nappies or pull ups and a change of clothing.
- I understand and agree the procedures that will be followed when my child is changed at nursery – including the use of any cleanser or wipes.
- I agree to inform the nursery should the child have any marks/rash.
- I agree to review arrangements should this be necessary.

Signed: (parent/carer)

The school:

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet.
- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements should this be necessary.

Signed: (school member of staff)

Date

APPENDIX C

Personal Care Procedures

The staff at John Ray Infant 'School house' Nursery will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use the appropriate cleaning products and adhere to Health & Safety procedures (see Appendix D)
- Report any marks or rashes to parents (and Headteacher if appropriate)
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness, e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing

APPENDIX D

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be double wrapped, or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health & Safety Executive's limit.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed. Paper towels available for drying hands.

