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# Intimate Care Policy

Collingwood School

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## **What is this policy for**

To meet the needs of children in EYFS who may occasionally wet or soil themselves. This policy sets out Collingwood school's procedures for handling these situations with dignity and kindness to ensure the needs of individual children are met and health and safety standards are maintained.

## **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 but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence, as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of children involved in intimate self-care.

## **Best Practice**

Staff who provide intimate care at Collingwood School are fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate. Staff will be supported to adapt their practice in relation to the needs of individual children. There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences.

Where the child is of an appropriate age and level of understanding, permission should be sought before starting an intimate procedure. All 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 him/herself as possible.

Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and soiled him/herself) and will be recorded on ScholarPack, the school MIS. It is recommended practice that information on intimate care should be treated as confidential and communicated in person, telephone or email.

Every child's right to privacy will be respected—Two adults will always be present when a child needs help with intimate care. Where possible, children are handed clean clothes so that they can undress and dress themselves. Adults who assist children should be employees of the school and be DBS checked at the appropriate level. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care. Wherever possible, staff should care



for a child of the same gender. However, in some circumstances this principle may need to be waived.

Due regard should be paid to safe working practice both to protect children and to protect staff from allegations of abuse. No member of staff will be allocated to provide intimate care as a general rule. The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer. All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know. Staff will be trained in best practice by the Deputy Safeguarding Lead.

### **Working in Partnership with Parents/ Carers**

- A signed Permission Form for the Provision of care is returned to school detailing how they would prefer any incidents to be dealt with.
- Provision by parents of spare underwear, a change of clothing and wipes in a bag marked with the child's name.
- Agreement that parents inform the setting/school should the child have any marks/rash.
- Agreement to review arrangements should this be necessary.
- Agreement that no child should be in pull-ups or nappies when starting the school.

### **School**

- Agreement to report should the child be distressed, or if marks/rashes are seen.
- Our Child Protection procedures will be strictly followed should there be any cause for concern (See Safeguarding Policy)
- Agreement to review arrangements should this be necessary.

### **Hygiene Procedures to follow for changing soiled underwear/ clothing**

- Staff to wear disposable gloves and aprons while dealing with the incident.
- Changing area (toilets) to be cleaned after use, available in all toilets.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels available for drying hands.

### **For children requiring support:**

- The Teaching assistant/teacher will explain to the child what they are going to do to help clean them up.
- The child will normally be asked to stay standing.
- Adult should wear disposable latex gloves.
- Only essential garments should be lowered or removed.
- Child to remove soiled underwear.
- Ensure skin is dry using toilet tissue (child should be encouraged to help if able to do so).
- Child to replace underwear.
- Encourage child to wash and dry hands.
- Tidy and clean changing area disposing of soiled items as per above hygiene guidelines.
- Wash own hands.

### **What to do if a child become distressed during the changing process**



- Talk the child through each step and reassure them that they will feel much better when they are clean.
- If the distress is such that it is difficult to continue then stop the changing process.
- If this results in a hygiene issue then parents should be contacted to explain the situation and an agreed course of action established.
- In any event a record must be made of distress, whether or not the changing was completed and parents informed as soon as possible.
- If there is any concern re child protection issues these should be dealt with in accordance with school policy.

### **What to do if any marks or redness are seen**

If marks or redness are seen then this should be recorded and reported to the child's parents as soon as possible. If there are any child protection concerns these should be dealt with in accordance with school safeguarding policy.

### **Dealing with Bodily Fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely and correctly by staff. When dealing with body fluids, staff wear protective clothing (disposal latex gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home and tied to their book bags– staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with. It is paramount that all staff maintains high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

**Last Reviewed: Leigh Hardie Sept 2019**