**Bentley New Village Intimate Care Policy**

BENTLEY NEW VILLAGE PRIMARY SCHOOL

HEADTEACHER: kirsten mckechnie

2017 2019

**Intimate Care Policy**

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT & Governors** | **Abigail Smith** |
| **DATE: July 2017** |
| **SIGNED:** A,Smith | **ROLE: Assistant Head Teacher** |
| **TO BE REVIEWED:** | **SEPTEMBER 2019** |

RATIONALE

This document provides guidance and procedures related to the provision of intimate and personal care. It applies to all staff who undertake intimate and personal care tasks with children and young people. This model guidance is intended primarily for schools however other settings should adhere to the same principles and procedures.

Education and other settings need to ensure the provision of adequate staffing to fulfil all intimate and personal care requirements, including supervision, and catering for emergencies such as when a member of staff is absent.

Teachers are not required to fulfil any intimate and personal care tasks, or to supervise or accompany support staff who are carrying out these roles.

Throughout this document parents/carers will also include anyone acting in this capacity such as a legal guardian or Local Authority.

PURPOSE

This guidance has the following aims:

* To safeguard the rights of children and young people and staff who are involved in providing intimate and personal care;
* To ensure inclusion for all children and young people in an appropriate education setting and ensure that no child is discriminated against because of their specific needs;
* To maintain an effective and consistent approach for intimate and personal care between parents/carers and practitioners involved; and
* To ensure all staff involved in intimate and personal care have access to appropriate training and supervision.

GUIDING PRINCIPLES

This guidance is underpinned by the following guiding principles:

* Assistance with intimate and personal care must be provided in a manner which is respectful of the child’s/young person’s rights to feel safe and secure, to remain healthy, and to be treated as an individual;
* Children/young people have a right to information, in a format which is understandable, about how to ask a question or make a complaint about intimate and personal care;
* Children/ young people should be consulted as far as possible and encouraged to participate in planning and decision-making about their intimate and personal care. Particular attention must be given to those children and young people who have disabilities/conditions which mean they require additional support to do this;
* Decisions and plans about intimate and personal care are made in partnership with parents/carers;
* Intimate and personal care plans should include opportunities to promote independence skills;
* In general, intimate care tasks will be planned and carried out as part of an individual care plan for children/young people who have a disability or defined medical need. Consideration should be given to the possibility of special circumstances arising, should a child/young person with complex continence needs be admitted to an education or other setting. In those circumstances the appropriate nursing practitioner e.g. a continence nurse, will also need to be closely involved in forward planning
* In Early Years and Key Stage 1 provision it is not unusual for young children to have infrequent “accidents” and settings should plan for such eventualities and how they will deal with them. In general the principle in those circumstances will be that staff support children to clean themselves until they are able to do so effectively with increasing independence. Support may include verbal instruction, physical assistance and help with changing clothing.
* Settings are not expected to toilet train children routinely. Therefore unless a child has a disability or defined medical condition it is expected that, for the majority of children in early years and KS1, parents/carers will have trained their children to be clean and dry by the time they start compulsory schooling. However, it is appropriate for settings to work jointly with parents/carers on a toilet training programme into KS1.
* Where it becomes clear that a child without a disability or recognised medical condition is not toilet trained then careful consideration will need to be given regarding suitable facilities and resources. Specific strategies need to be discussed and agreed to manage the child’s safety and that of the other children and staff where there are identified behavioural needs. Consideration might also need to be given to the layout of the site and ensuring the children’s dignity, so that they are not victimised or stigmatised. It is at this point that an Intimate Care Plan will be implemented.

ENSURING STAFF COMPETENCY

* When providing, assisting or supervising an individual pupil with an Intimate Care Plan, staff should, whenever possible, ensure that they are within sight/ hearing of others. Other members of staff may support staff members who are supervising or assisting with toileting without being directly involved.
* Staff need to be given appropriate initial and on-going instruction/training, delivered by Bentley New Village, in how to carry out intimate and personal care activities. This may include both generic training for example safeguarding, and specific instruction in how to assist particular children according to their individual care plan. For any specific procedure, e.g. moving and handling or the administration of rectal medication, individual training will be provided in order to ensure that staff have a full and competent knowledge of the procedure
* Staff should have access to a set of procedures which give detailed guidance on how to carry out specific activities related to intimate and personal care and any individual care plan which is in place for a child/young person.
* Services and settings need to make contingency provision for short and longer term emergencies such as a member of staff being absent due to illness.
* In the event of an allegation against a member of staff the procedures highlighted in the setting/ LA’s Safeguarding Policy will be followed and appropriate action taken.

PARENT’S AGREEMENT

By parent’s consenting that their child attends Bentley New Village, they consent to adhere to our Intimate Care Policy, should it be relevant to their child.

For all children in Key Stage One and Two, the parents agree that;

* They will provide wipes, pull ups, and change of clothes for the child to use
* Agree to and adhere to the responsibilities set out in their child’s individual Intimate Care Plan (ICP)
* Be contactable with the numbers provided should school need to contact them
* Will notify school of any relevant information to be included in the ICP

GOOD PRACTISE

Our good practise guidelines aims to ensure that children and staff members are safeguarded in their practise. These guidelines apply to children who are aged 5 or above, who do not have any medical conditions as to why they cannot toilet themselves and/or frequently soil themselves.

* If the child can clean themselves, they are encouraged to do so
* If the child refuses or is unable to clean themselves and / or has purposefully soiled themselves a parent will be contacted, as agreed in their ICP
* If needed, in extreme circumstances, a trained member of staff will clean the child
* School will plan for outings and educational visits taking into account how the child’s ICP needs will be met when away from the school setting
* School will involve outer agencies such as nursing practitioners if relevant
* Opportunities to develop and use social skills should be integrated within intimate and personal care routines.
* Children/young people should be enabled to communicate their needs and preferences during intimate and personal care activities.
* When referring to care routines or body parts care should be taken to use appropriate and agreed language.
* Intimate and personal care procedures must only be carried out in line with the guidance/information and training given for the procedures to be carried out.
* Staff should familiarise themselves with the child/ young person’s individual intimate and personal care plan before assistance is given.
* Care must be taken to communicate with the child/young person throughout the activity.
* Children/young people should be encouraged to do as much as they can for themselves. For example, when supporting toileting needs best practice is:
  + Encourage the child to remove soiled items of clothing, clean themselves and dress using clean spare clothes
  + Staff hands should be washed thoroughly before and after the change and the child/ young person should be encouraged and supported to wash their own hands wherever possible
  + Assist with cleaning if necessary: the child should only return to learning if they are clean and comfortable
  + Wear disposable gloves to reduce the risk of infection
  + All soiled waste and protective equipment used should be bagged as offensive/hygiene waste and disposed of appropriately
  + The changing area should be wiped with antibacterial cleaner between changes. Changing should be carried out in the Foundation Stage Unit, using their provision
  + Bag up soiled clothes to be sent home with the child and alert the parents/ carers through established home/ setting communication channels

PRACTISE IN EARLY YEARS

Children in the Early Years Setting are not subject to an ICP as assistance and changing are acceptable requirements for the age of the children.

MEDICAL CONDITIONS

For children, aged above 5 who need assistance with toileting due to Medical conditions, a trained member of staff will assist them and change them in necessary in accordance with their ICP.

Bentley New Village Intimate Care Plan

Child’s Name: ………………………………………..

Year Group: ……………………… Class: ……………………………………………..

Class teacher responsible: ……………………………………………………………..

Date of record:………………………… Review date: …………………………………

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| --- | --- |
| Area of need for the Care Plan (note any additional communication needs) |  |
| Equipment required/ by whom |  |
| Environmental considerations | Child to be changed using the provisions in the Foundation Stage Unit. Waste disposed of in Nappy Bin. |
| Support required (generally 1 staff member unless behaviour issues)  (who and frequency)  (1:1?) |  |

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| --- |
| **Outcome(s)/ Independence working towards:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **School will** | **Parents will support by** | **Child will try to** | **Target achieved date** |
|  |  |  |  |
| Signed: | Signed: | Signed (if appropriate) |  |

Any time when you can’t be contacted; …………………………………………………………………………………………….

In this situation, please contact; ………………………………………………………………………………………………….