

The Learning Village Academy Trust

Intimate Care Policy

MAT Policy adopted:	Review Frequency:	Next review date:
July 2021	Every 2 years	July 2023

Introduction

All children at our academies have the right to be safe and treated with dignity, respect and privacy at all times to enable them to access all aspects of learning.

Key Principles

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policy, SEN Policy and Supporting Pupils with Medical Needs Policy.

This policy has been developed alongside the Safeguarding, Personal Development and Welfare requirements of Early Years Foundation Stage Framework 2021

Aims and Actions

Intimate Care Tasks:

- Dressing and undressing
- Cleaning, including intimate parts
- Helping someone use the toilet
- Changing nappies, or carrying out a procedure that requires direct or indirect contact to an intimate personal area
- First-aid administration

Partnership with Parents/Carers:

Staff at our academies work in partnership with parents/carers. An Intimate Care consent form is to be signed during the admission process to one of our academies. If the Intimate Care consent form is not signed, then staff will telephone parents/carers when intimate care is needed to attend to/collect child.

Parents/Carers are asked to supply the following:

- Spare nappies (if required)
- Wipes, creams, nappy sacks etc. (if required)
- Spare Clothes
- Spare underwear

If a child has diagnosed medical needs affecting toileting, a school Health Care Plan will be written with parents/carers and signed by both staff and parent/carer. The school nurse will be contacted for advice and support when necessary.

Best Practice

- When intimate care is given, the member of staff explains fully to the child each task that is carried out, and the reason for it.

- Staff encourage children to do as much for themselves as they can. Praise and encouragement will be given to the child when they act independently.
- Staff will support parents/carers with toilet training. However, it is the responsibility of the parent/carer to toilet train their child.
- When changing nappies, this will take place in the pupil toilets. The door will be left open to safeguard staff as well as pupils.
- If a child needs a bath/shower and remains uncomfortable after cleaning, the parent/carer will be contacted.
- The member of staff who has changed the child, will need to initial the child, date/time and write their own initials on the changing chart in each toilet area (including the staff toilet).
- Where appropriate, two members of staff may be asked to support the pupil.
- All staff working in our setting are DBS checked.

Safeguarding

Staff are trained to recognise the signs and symptoms of child abuse and understand the procedures and expectations within the Safeguarding and Child Protection policy. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress or worrying behaviours, they will inform the Designated Safeguarding Lead (DSL) immediately.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy and Managing Allegations Against Staff will be followed by the Headteacher.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely.

When dealing with body fluids:

- Staff wear protective clothing; disposal plastic gloves and aprons
- Wash themselves thoroughly afterward.
- Soiled children's clothing will be bagged to go home, or bagged and binned if not fit for use again.
- Children will be kept away from the affected area until the incident has been completely dealt with.
- All waste will be disposed of in a yellow clinical bag.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of the responsibilities set out in this policy.