



Freethorpe CP School and Nursery (partnership with Fleggburgh CE Primary) Intimate Care Guidance and Nappy Changing Policy

Intimate Care Policy (Including Nursery and Early Years Foundation Stage Provision)

Introduction:

Fleggburgh and Freethorpe Primary and Nursery Schools are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

The schools take seriously their responsibility to safeguard and promote the welfare of the children and young people in their care.

The Governing Bodies recognises their duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Definition:

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils and very young children may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- 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.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care

- Within the Early Years Foundation Stage staff will have individual discussions with parents/carers to replicate the support the children receive at home, to ensure consistency in approaches to toileting and intimate care. We recognise that intimate care arrangements will still be required for some children in this age range.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day, either verbally or within the home/school communication book, to inform parents of the nature of the accident.

Child Protection:

The Governors and staff of Freethorpe and Freethorpe Primary Schools recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

EYFS Intimate Care and Nappy Changing – Policy Statement: (to be read in conjunction with school Safeguarding Policy www.freethorpe.norfolk.sch.uk)

At Freethorpe School and Nursery no child is excluded from participating in our setting who may, for any reason, not yet be toilet trained, or confidently toilet trained and who may still be wearing nappies or equivalent. We work with parents to support toilet training, unless there are medical or other developmental reasons why this may not be appropriate at this time.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Our procedures:

- Our Key Persons and all suitably qualified nursery staff, undertake changing children allocated to them and support the needs of the individual children in the setting. We try to ensure that nappy changing is undertaken by known staff.
- The adult undertaking nappy changing records whose nappy they have changed, time of changing; as well as noting any change of clothing – the record chart is kept in the bathroom area.
- Our changing area is warm with a safe area to lay children and no bright lights shining in eyes.
- Staff put on gloves and aprons before changing starts and the areas are prepared.
- All our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- We are gentle when changing; we avoid pulling faces and making negative comments about “nappy contents”.
- We do not make inappropriate comments about children’s genitals when changing their nappies.
- We ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet.
- We always encourage children to wash their hands and have soap and towels to hand.
- We do not use anti-bacterial hand wash liquid or soap for young children, as their skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- Older children have access to the toilet when they have the need to and are encouraged to be independent.
- We dispose of nappies and pull ups hygienically. Any soil (Faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.
- We have a duty of care towards children’s personal needs. If children are left in wet or soiled nappies/pull ups in the setting this could constitute neglect and will be a disciplinary matter.

Read in conjunction with:

- Safeguarding policy/Child Protection
- Early Years Foundation Stage Policy
- Health and Safety Statement of Intent/Policy and Practice
- E-safety/online safety and Agreed User Policy
- Appendices attached

This policy will be reviewed in full by the Governing Body on an annual basis.

This policy will be reviewed by Staff & Governors in Spring 2018.



Intimate Care Guidance - Toileting plan discussion with parents/carers

Record of discussion with parents/carers

Pupil's name:..... DoB.....

Date of meeting:.....

Persons present.....

	Details	Action
Working towards independence, e.g. taking pupil to toilet at timed intervals, rewards		
Arrangements for nappy changing, e.g. who, where, privacy		
Level of assistance needed, e.g. undressing, hand washing, dressing		
Moving and handling needs, e.g. equipment, training needs, hoisting equipment		
Infection control, e.g. wearing gloves, nappy disposal		
Sharing information, e.g. nappy rash, infection, family/cultural customs		
Resources needed, e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

Signed:.....



Intimate Care Guidance - Intimate care checklist (preparation for plan)

Planning for intimate care

Pupil's name:..... DoB.....

Admission date

	Discussion	Actions
<p>Facilities</p> <p>Suitable toilet identified? Adaptations required?</p> <ul style="list-style-type: none"> • Changing table/bed • Grab rails • Step • Locker for supplies • Hot and cold water • Lever taps • Mirror at suitable height • Disposal unit/bin • Hoist • Other moving and handling equipment • Emergency alarm • Other 		
<p>Family provided supplies</p> <ul style="list-style-type: none"> • Nappies/pads • Catheters • Wipes • Spare clothes • Other 		
<p>School provided supplies</p> <ul style="list-style-type: none"> • Toilet rolls • Antiseptic cleanser • Cloths/paper towels • Soap • Disposable gloves/aprons • Disposal sacks 		

<ul style="list-style-type: none"> • Urine bottles • Bowl/bucket • Milton/sterilising fluid • Other 		
<p>Good practice</p> <ul style="list-style-type: none"> • Advice sought from Health professionals? • Moving and Handling Co-ordinator? • Parent/carer views • Pupil's views • How does child communicate? • Agree use of language to be used • Preferences for gender of carer • Training required for staff? • Awareness raising for all staff • Other 		

<p>PE issues</p> <ul style="list-style-type: none"> • Discreet clothing required? • Privacy for changing? • Other <p>Specific advice for swimming</p> <ul style="list-style-type: none"> • From parents/carers • From Health professionals • Moving and Handling Co-ordinator 		
<p>Support</p> <p>Designated staff Back-up staff Training for back-up staff Transport School visits After school clubs</p> <p>Toilet management/intimate care plan to be prepared</p> <ul style="list-style-type: none"> • By whom • When • To be reviewed when 		



Intimate Care Guidance - Permission form

Permission for school to provide intimate care

Pupil's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....

.....

.....

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I//We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....



Disability Discrimination and Intimate Care – linked to Equalities Policy

Disability Discrimination Legislation

The Disability Discrimination Act provides protection for anyone who has a 'physical or mental impairment that has a substantial, long term and adverse effect on his/her ability to carry out normal day to day activities'.

Disabled pupils in schools will include those with Cerebral Palsy, Muscular Dystrophy, Downs Syndrome, Epilepsy, Diabetes, visual and hearing impairments, ADHD, Autistic Spectrum Disorder, gross obesity and HIV/AIDS amongst many others. Some of these disabled children and young people will have delayed continence as a result of their condition, or may never be able to attain continence.

Schools have a responsibility to meet the needs of pupils with delayed personal development in the same way that they would meet the needs of children with delayed development in any other area. **Disabled children should not be excluded from any activity due to incontinence, sent home to change, or parents expected to attend school to deal with toileting needs.**

A disabled child must not be put at a substantial disadvantage compared with his non-disabled peers, and the school has a legal duty to make reasonable adjustments to ensure less favourable treatment does not occur.

The Disability Equality Duty requires schools to promote positive attitudes towards, and eliminate harassment of disabled people. Establishing good practice in intimate care procedures will help a school meet its duties in these and other areas of the Duty.

An admission policy that sets a blanket requirement for continence, or any other aspect of development, for all children is discriminatory. Schools should be reviewing all policies and practices to ensure compliance with the law.