

# **Sacred Heart Catholic Primary School**



## **Intimate Care Policy**

**September 2021**

## **Intimate Care Policy**

At Sacred Heart Catholic Primary School, we recognise that all children have different rates of development and differing needs during their time at school.

Most children achieve continence before starting full- time school, however there are some children in mainstream educational establishments who are not fully independent.

The achievement of continence can be seen as the most important single self-help skill, improving their person's quality of life, independence and self-esteem. Difficulties with continence severely inhibit a child's inclusion in school and the community, therefore children with toileting problems are more likely to achieve their full potential when they receive support and understanding from those who act in loco parentis.

### **Aims**

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum. Sacred Heart Catholic Primary School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010.
- To provide help and support to pupils in becoming fully independent in personal hygiene.
- To treat continence issues sensitively so as to maintain the self-esteem of the child.
- Work with parents in delivering a suitable care plan where necessary.
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involves.

### **Pupils' Needs**

Staff at Sacred Heart Catholic Primary School work hard to build effective relationships with the parents and carers of pupils. Any particular needs that a child may have will be dealt with appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal needs or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness eg sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

### **Care Plans**

School Nurse and Health Visitors will complete care plans with school for children with health needs. However, where the care need involves toileting, school will complete a care plan with parents of that child to ensure that the child is able to attend school daily. The written care plan (Appendix A) will include:

- who will change the child including back up arrangements in case of staff absence.
- where the changing will take place.
- what resources and equipment will be used and clarification of who is responsible for the provision of the resources and equipment.
- how used products will be disposed of and how wet, 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.

- arrangements for school trips.
- care plan review arrangements.

### **Care Plan Agreements**

In these circumstances it may be appropriate for the school 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**

- putting the child in pull ups rather than nappies where possible.
- agreeing to ensure that the child is changed at the latest possible time before being brought into school
- providing the school with spare nappies/pull ups and a change of clothing.
- understanding and agreeing the procedures that will be followed when their child is changed at school including the use of any cleanser or wipes.
- agreeing to inform the school should the child have any marks or rashes.
- agreeing to a 'minimum change' i.e. the school will not undertake to change the child more frequently than if s/he was at home.
- agreeing to review arrangements should this be necessary.

#### **The school**

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- agreeing how often the child would be changed should the child be staying for the full day.
- 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.
- 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 school 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 if funding has been received by the school for this. In such circumstances an appropriate health care professional will be closely involved in forward planning.

### **Personal Care Procedures**

The staff at Sacred Heart Catholic Primary School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the school, whether this be a child with a care plan agreement of a child who has an occasional 'accident'.

### **Health and Safety Procedures**

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

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



## Appendix A

### Sacred Heart Catholic Primary School Intimate care Plan

Name of child:	
Date of plan:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult is unavailable:	
Where the changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirement for staff:	
Disposal of product:	
Infection control measures:	
Special arrangements for trips/outings:	
When will the plan be reviewed:	



**Sacred Heart Catholic Primary School  
Intimate Care Plan Agreements**

**The parent**

- I agree to putting my child in pull ups rather than nappies where possible.
- I agree to ensure that my child is changed at the latest possible time before being brought into school
- I will provide the school with spare nappies/pull ups and a change of clothing.
- I understand and agree the procedures that will be followed when my child is changed at school including the use of any cleanser or wipes.
- I agree to inform the school should my child have any marks or rashes.
- I agree to a 'minimum change' i.e. the school will not undertake to change my child more frequently than if s/he was at home.
- 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)

Name: \_\_\_\_\_ (School member of staff)

Date : \_\_\_\_\_

**Appendix C**

**Personal Care Procedures**

- The staff at Sacred Heart Catholic Primary School will follow agreed procedures:
- Change the child's clothing as appropriate as soon as possible.
- Use appropriate cleaning materials and adhere to health and safety procedures (See Appendix D)
- Report any marks or rashes to parents and the Head of School / Principal if appropriate.
- Inform parents/carers that a continence issue has arisen during the session.
- Contact a parent/carers only when soiling is severe and/or linked to illness eg. Sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Ensure that the changing area is kept as private as possible to ensure privacy and dignity are maintained.

**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 PPE while dealing with the incident.
- Soiled continence product used to be double bagged.
- Changing area to be cleaned after use.
- Staff to wash hands after changing.