

Cumberland Infant School and Little Cumberland Pre-School

Intimate Care Policy



Approved by: Board of Governors	Date: November 2022
Review Frequency: Every three years	Statutory requirement: No
Last Reviewed: November 2022	Next Review due: November 2025

Introduction

Cumberland Infant School and Little Cumberland Pre-School is aware that some children may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the child, or as a result of disability or medical need. The main aim of the school is to ensure that our children are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all children who need support with personal care, including toileting and continence management. It will also clarify for children and their families the support they can expect from school.

Principles

Cumberland Infant School and Little Cumberland Pre-School respects our children and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our children are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

School responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where children are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met. The children will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Wherever possible, there will be two members of staff present during any intimate care given to a child. If the child has had a toilet accident and can change their clothes independently, one member of staff present is acceptable. In the Pre-School when a staff member is changing a child's nappy, they must inform another member of staff and ensure another member of staff is in the vicinity, visible or audible.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of

school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care on our My Concern Software.

A written record will be kept of all support with intimate care or toilet accidents. This will include the date and time of the care, who was present, and any care given that has differed from the care plan, together with the reason for this. These records will be kept in the disabled toilet. Any changes in the child's behaviour or appearance will be documented on My Concern and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with children, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

School will consider the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

School will work with the child to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding policy and procedures if there are any concerns for the child's wellbeing.

Governor's responsibilities

To ensure that sufficient staff are trained to meet the needs of their learners.

The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that school always has their emergency contact details.

Child's responsibilities

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Related documentation

When reading this policy please be aware of and refer to the following related documents:

- Child Protection and Safeguarding policy
- Supporting Children in School with Medical Conditions Policy
- First aid policy
- Health and safety policy
- Inclusion policy