

February 2018
R. Weston



Intimate Care

Policy and Practice Statement

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Rationale

All staff involved with intimate care routines need to be familiar with this policy.

It should be read in conjunction with the Health and Safety and Child Protection Policy documents.

The Headteacher is the school's Child Protection Officer and must be consulted if there are any concerns around Child Protection matters.

Aim

" To treat every child with dignity and respect and to ensure privacy appropriate to the child's age and situation."

Objectives

- ♦ to be sensitive to the child's individual needs
- ♦ to involve the child as far as possible in their own intimate care
- ♦ to be responsive to a child's reactions
- ♦ to make sure practice in intimate care is as consistent as possible
- ♦ procedures are only carried out by trained and assessed staff
- ♦ to report any concerns
- ♦ to encourage a child to have a positive image of their own body

Methods and Procedures

West Wittering Parochial C.E. School acknowledges that learners with disabilities can be vulnerable and all staff should be sensitive to the learner's individual needs and methods of communication.

Staff should be aware that some adults may use intimate care as an opportunity to abuse children. Basic guidelines will safeguard both children and staff.

West Wittering Parochial C.E. School staff agree that everyone is safer if expectations are clear and approaches are consistent. If anyone feels they cannot work within the given guidelines for any reason, they should talk to the Headteacher.

Guidelines for Practice on Intimate Care

Privacy is an important issue. Staff are allowed to carry out intimate care routines with children on their own, unless the task requires the presence of two people, or the child prefers two people. All staff should make sure that the environment is safe, private and equipment is properly maintained.

A child should be given encouragement to participate as much as possible in intimate care routines. Adults should avoid doing things that he/she can do alone. If a child is able to help, talk with them about what you are doing and give them choices where possible.

Staff are asked to check their practice by asking the child if what you are doing is alright. If a child ever expresses a dislike of a certain person carrying out their intimate care, try to find out why, without using closed or leading questions.

Teachers have a responsibility for ensuring staff have a consistent approach to a task although this may not be identical for all children.

Always ask for help from another colleague if this is a procedure you are unsure of, or you are working with a child for the first time. If you are still unsure, ask again.

Certain procedures, such as giving rectal medication, must only be given by staff who have been trained and assessed as competent.

If during any intimate care procedure, you accidentally hurt a child, or a child appears unusually sore, sexually aroused by your actions, or misunderstands or misinterprets something, or you feel the child has an emotional reaction without apparent cause, report the incident to your Class Teacher, or Headteacher. Make sure you keep a brief note in the child's log.

An adult's attitude to a child and his/her body image should be positive. Adults should recognise that a confident self-image can help keep a child safe. Procedures should take account of age appropriateness, methods of communication, privacy and dignity.

Routines should be relaxed and as enjoyable as possible.

Always be aware of the child's right to say "No" and subtle means of communicating pleasure and dislike.

Feeding and Eating

Lunchtime is a valuable time to enhance communication skills, so always sit so as to maintain eye contact, and ensure conversation is child focused.

Children will not be forced to eat and any personal dislikes will be respected. Drinks should be made freely available.

Changing and Cleansing Pupils - Policy and Practice

General Principles

- Ensure all necessary equipment is at hand, or near the changing bench
- Wash hands first and wear disposable gloves if pupil is soiled or flooded
- Never leave a pupil unattended on the changing bench
- Soiled nappies/pads should not be left on the changing bed but disposed of as soon as possible. They should be placed in a nappy sac and put in a bin with a yellow bag
- Always clean a child's bottom thoroughly at every change otherwise he/she will soon get red and sore

- Use wipes only once (These should be freshly moistened with water. Only use brand name wipes if they have been sent to school by the pupil's parent/carer. Ensure these are clearly labelled with the pupil's name)
- The changing bench must be thoroughly cleaned, with antibacterial solution, after every pupil
- Wash hands thoroughly when finished

Cleaning a girl

- Wipe away any faeces
- Lift legs up or lie on side and clean the genitals. Always wipe from front to back to prevent germs from the anus entering the vagina
- Using wipes, freshly moistened with water, to clean anus and then buttocks and thighs, working inwards towards the anus
- Use fresh wipes to clean all the creases at the top of legs, wiping downwards and away from the body
- If necessary pat dry with towels. If parents have sent in a labelled pot of cream this can be applied above and around the genitals and over the buttocks

Cleaning a boy

- Wipe away any faeces
- Clean thoroughly in the creases at the top of the legs and at the base of the genitals, wiping away from the body. Hold the testicles out of the way while you wipe underneath them
- If necessary pat dry with towels
- If parents have sent in a labelled pot of cream this can be applied above and around the genitals and over the buttocks

Reviewed by R. Weston February 2018