

Intimate Care Procedure

Rationale

We recognise that all children have different rates of development and differing needs during their time at school. There are many children in mainstream educational establishments who are not fully independent with toileting. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Difficulties with continence severely inhibit a child's inclusion in school and the community. Children with toileting issues who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential. Ridgeway Education Trust is committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary ensuring dignity is respected.

Responsibilities

Each school will:

- Ensure children are safe, treated with courtesy, dignity and respect and can access all aspects of the curriculum.
- Ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010.
- Ensure help and support to pupils in becoming fully independent in personal hygiene.
- Pay close consideration to the self-esteem of the child.
- Ensure school and parents work together to deliver a suitable care plan where necessary.
- Ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Safeguarding Children Policy).

Procedures

- All parents will be asked to give permission for staff to assist their child in cases of incontinence and soiling as part of paperwork when initially joining the school.
- Key elements of the school's approach to intimate care will be shared with parents / carers at this point by sharing this procedure.
- Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness - for example, sickness and diarrhoea - or when a child refuses to let a member of staff help change their clothing.
- When a child has required staff to assist them with changing this will be recorded on CPOMs.
- Parents will be informed verbally at pick up time or by phone. Staff will respect privacy of family when this information is shared.
- Soiled clothing will be returned to parents in a sealed nappy sack. Children should have their PE kit in school every day as a change of clothing and a selection of spare underwear and clothing is kept for the younger children. If your child is likely to need regular changes of clothes, please provide spares in their school bag.
- Soiled nappies / pull-ups will be sealed in a nappy sack and disposed of in the main bin in the carpark.
- Where a pupil has particular and ongoing needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident'), staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out an intimate care plan to ensure that the child is able to attend daily.

The intimate care plan will include:

- Who will change the child, including back-up arrangements in case of staff absence or turnover.
- Where changing will take place.
- What resources and equipment will be used and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used, will be disposed of, or how wet or 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.
- Training requirements for staff.
- Arrangements for school trips and outings.
- Intimate care plan review arrangements.
- The responsibilities of parent/carer and school.

- Intimate care plans will be reviewed by class teachers and the SENCo at least every 6 months or as and when necessary.