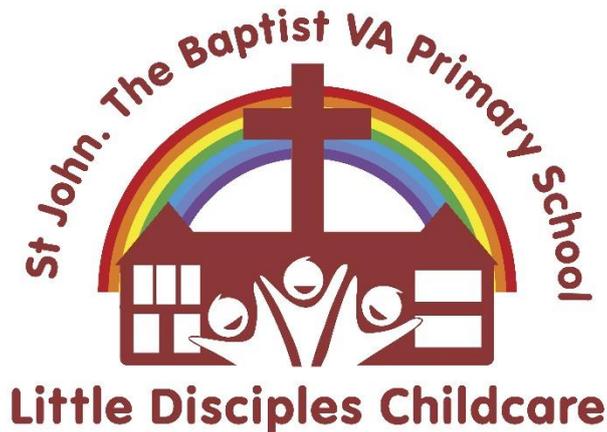


Little Disciples

Childcare



Intimate Care Policy & FAQs

At Little Disciples Childcare our aims and objectives are to provide and develop a reliable, affordable and quality Wrap around care service which includes Breakfast Club, Nursery Plus, Afterschool Club & Holiday Club.

Approved by:	Little Disciples Senior Management Team
Adopted by:	Trustees of the Little Disciples Management Committee
Scheduled review date:	September 2024
Agreed by Person in Charge: <i>Signature & Dated</i>	
Agreed by Responsible Individual <i>Signature & Dated</i>	

Intimate Care Policy

In toilet training there is a great variation from child to child and with an increase in recent years in the number of three-year-olds starting settings that are not toilet trained, the greater the need for clear procedures for providing intimate care and defined roles in school and Childcare settings. Some of these cases may be lack of training, developmental delay or a medical condition.

Intimate care is defined as “Any care which involves washing or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some children are unable to do so because of their young age, physical difficulties or other additional needs.”

Intimate care tasks are associated with bodily functions, body products or personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples can include support with dressing or undressing (Underwear), changing or incontinence pads or nappies, helping an individual use the toilet or washing intimate parts of the body. Intimate care can take place on a regular basis or as a one-off occasion however if the children requires support with catheterisation or a colostomy bag, guidance on this must be sought from the relevant Health professionals and included on the individuals Health Care Plan.

The children’s welfare is of paramount importance and their experience of intimate and personal care should be a positive one and so the Little Disciples Childcare Committee will act in accordance to the relevant Care Inspectorate Wales Guidance and the schools Intimate Care Policy to ensure this. The following are the fundamental principles upon which this policy is taken from:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities
- All children have the right to express their views on their own intimate care and to have such views considered; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Staff with Little Disciples Childcare that provide intimate care are in a position of great trust and responsibility and the importance of their role in promoting personal development of childrens is invaluable. The Manager will ensure that any adults assisting with intimate care will be employees of the setting and where intimate care is not detailed in the job description, then only staff who have indicated a willingness to do so, should be required to provide intimate care. The manager will ensure the staff are appropriately trained and supported. It is the responsibility of all staff caring for a child to ensure that they are aware of the children’s method and level of communication as this can differ depending on their maturity and levels of stress. Some examples of this may be signs, symbols, body movements or the use of eye contact.

Staff attitudes to a children’s intimate care are very important with regards to their development and so it is important to conduct yourself appropriately during an intimate care routine. Please see the following points:

- Make eye contact at the child’s level
- Use simple language and repeat if necessary

- Wait for response
- Continue to explain to the child what is happening even if there is no response
- Do not turn your back on a child or leave them unattended in the changing area
- Treat the child as an individual with dignity and respect.

Staff will encourage each child to do as much for themselves as possible. This may mean encouraging the child to wash their own hands or pull up their trousers once finished. Some children that are toilet training may have a toileting plan. This will be discussed with Staff prior to the commencement of the child attending the setting. If there is a situation where the child is fully dependant the member of staff should ensure that they explain to the individual what is going to be done and provide them with choices where possible. Young children and children with Additional needs can be especially vulnerable as so their individual Intimate Care Log should be completed after each occasion; this will be found in the individual's folder. Some procedures may only be carried out by an individual that has received formal training. There should be more than one member of staff assigned to each child within a plan or that requires assistance to allow for any illness or holiday.

Parents/carers have a responsibility to advise the school of any known intimate care needs relating to their child. The management committee will ensure that there is an effective transition system in place between home, school and Club. Parents/ Carers are required to provide changes of clothes/wipes/nappies daily.

All staff are familiar with the Safeguarding and Child Protection policy when starting with Little Disciples Childcare and all have an opportunity to refresh their knowledge during the annual appraisal process. After each time the intimate care routine is carried out it must be logged in the individuals intimate care log (Found in their folder) however if there is a concern this must be recorded separately and reported to the Manager as soon as possible and before the end of the session. The number of staff required to provide the intimate care routine will be determined by a toileting risk assessment however the individual must always being within ear or eye shot of fellow colleagues. Where the Risk Assessment has highlighted an issue around child protection, previous allegations, or moving and handling issues, a minimum of two adults would be required to provide care.

If the children becomes distressed or unhappy about being cared for by a particular member of staff parents/carers will be contacted at the earliest opportunity in order to reach a resolution and the outcomes of this will be recorded and kept within the individuals file. If the children is accidentally hurt during the intimate care routine or misunderstands or misinterprets something, staff should reassure the children and report the incident immediately to the manager before the end of the session. Staff will also report and record any unusual emotional or behavioural and file it in the individuals folder. If a children, parent or carer makes an allegation against a member of staff, the Manager must be informed and the Safeguarding and Child Protection procedure must be following. A written record of concerns must be made available to the parents/carers and be kept in the individual's folder.

Disabled children are particularly vulnerable to abuse and discrimination because:

- They often have less control over their lived then their peers
- They may have multiple carers through residential, foster or hospital placements
- Changes in appearance mood or behaviour may be attributed to the child's disability rather than abuse

- They may not be able to communicate what is happening to them
- They do not always receive appropriate sex and relationships education, and if they do, they may not understand and so are less able to recognise abuse.

It is vitally important that all staff members are familiar with the Safeguarding and Child Protection Policy and Procedures. It is unrealistic to eliminate all risk, but the vulnerability places an important responsibility on staff to work in accordance with agreed procedures.

Little Disciples Childcare is responsible for providing Personal Protective Equipment which should include:

- Disposable Gloves
- Disposable Aprons
- Disposable Sacks

All Staff should always wear personal protective equipment when dealing with a child who is bleeding, wet or when changing a soiled nappy/clothing. This can be found on the shelf in the disabled toilet. All Nappies should be disposed of using the appropriate bin in the compound to the left of the main school entrance.

Where it is identified that intimate care will be required for a child, an agreement between setting and the parents/carer will be completed prior to the child starting in the setting this will include an agreement and consent form, and a toileting plan (if the child does not already have one) and a risk assessment. In addition to this an opportunity for the parents/carers to meet the individuals who will be carrying out the intimate care will be provided before the child starts at setting. Each time an intimate care routine is carried out the log will be completed.

If the children or parent/carer is not satisfied with the intimate care arrangements, they are entitled to make a complaint. Please find the procedure for this within the Complaints Procedure.

Little Disciples Childcare is covered by Public Liability insurance for intimate Care.

The intimate care agreements will be reviewed on a termly basis according to the needs of the developing child and all relevant parties will be sought and considered to inform future arrangements.

This policy will be reviewed annually by the Manager and the responsible individual.

Intimate Care Frequently Asked questions

What is Intimate Care?

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'*. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body.

Can a parent or carer be contacted in order to change their child if they have wet or soiled themselves at school?

It is not generally acceptable practice to ask parents to come in to change their child after they have wet or soiled themselves. It is considered abuse to force/allow a child to sit in wet or soiled underwear until their parent or guardian can come in to change them.

Do two members of staff need to be present to change a child?

There is no legal requirement for two members of staff to be present. For safeguarding reasons, staff who help with intimate care should make sure another member of staff is aware they are going to change a child and is in the vicinity and visible or audible. Intimate care procedures should not involve more than one member of staff unless the pupil's individual healthcare plan specifies the reason for this e.g. manual handling.

Is it ok that an adult will have to leave the hall to change a child?

Yes. Changing a child is unlikely to take more than ten minutes (approx); not dissimilar to the amount of time that might be allocated to work with a child on a one to one basis. The time spent changing the child can be a positive and learning time. If a child needs changing on a regular basis, then preparing a care plan will clarify whether additional adult support, above that usually provided in the Club, will be necessary to meet an individual pupil's needs.

Can staff members of the opposite sex be involved in Intimate Care procedures?

Yes. There is a positive value in both male and female staff being involved in intimate care tasks. All designated staff, of whatever gender, should be DBS checked and given training in good practice. Male staff will not usually be involved in the intimate care of girls. Where cultural or family reasons make a carer of the opposite sex unacceptable, this must be respected.

What happens if a member of staff refuses to change a child who requires intimate care?

The Equality Act 2010 is clear that children should be protected from discrimination and so a child who has soiled should be changed and enabled to return to the classroom as soon as possible to resume learning. The issue should not arise if designated support staff have been advised on appointment and induction and existing support staff trained in relation to the school's duties under the Equality Act 2010.

Who provides nappies for children who require Intimate Care?

Parents are responsible for the provision of nappies. Families will usually receive nappies from the Continence Service who may ask school how many nappies they require in order to calculate how many to supply to parents.

How should the school dispose of nappies of children who require Intimate Care?

Nappies can be disposed of in the grey nappy bin to the main entrance of the school in the enclosure with the PE shed.

Why does a child continue to soil themselves?

Medication to resolve constipation difficulties will often result in leakage. The medication can take some time to resolve problems and the child may need more frequent care during this time. Health professionals involved with the child's treatment will be able to advise.

What should I do if a child seems upset or anxious about their Intimate care?

If it is new or changed behaviour then it is important to ask the family whether anything has happened that may have led to the change. If you remain concerned you should follow normal Child Protection Procedures.

What measures should be taken to avoid the child requiring Intimate Care being teased?

Changing a child promptly and discretely will minimise the attention drawn to them. Reasonable adjustments might include allowing privacy when changing for PE, appropriate clothing to avoid drawing attention to a nappy and systems for leaving the setting without fuss. The setting should consider how it celebrates difference and promotes positive attitudes towards disabled people or those with healthcare needs.