



## Intimate Care and Toileting Policy

### Introduction

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005: **Bamburgh School** will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission.
- No child will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any child who has delayed incontinence.

*Also in accordance with the school's commitment to the 'Every Child Matters' Agenda and the outcomes related to 'staying safe and healthy' this policy describes how we attend to the intimate care needs of the children attending Bamburgh School*

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. catheterisation.)

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

The Governors and staff of Bamburgh School are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Bamburgh staff team recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. **Whenever a child requires intimate care staff must communicate with the child throughout the entire process, ensuring that he /she is aware of what will be happening to them and be actively involved at a level appropriate to his / her individual needs.**



## **Our approach to best practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist or other specialists as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever it is possible members of the staff team who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both the staff and children/young people involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him or herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented through the risk assessment document available from Physio and HLTA physical.

Intimate care arrangements will be discussed with parents/carers on a regular basis and a plan will be put in place where applicable.

## **The Protection of Children**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection.

The Designated Person for Safeguarding at Bamburgh School is: Kim Nichol, in her absence this role is fulfilled by Claire Sharp.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.



If a child makes an allegation against a member of staff, all necessary procedures will be followed.

## **Quality of Care**

Quality of care is assessed regularly via observation by class staff, the leadership team and other educational partners, for example – the Occupational Therapist, Physiotherapist etc., to ensure that the highest standards of care are achieved and consistently maintained at all times.

## **Children wearing nappies**

Nappies must be provided by parents and sufficient supplies sent to school in advance. Advice may be gained through the continence service staff. When children need to be changed in school this procedure should not necessarily cause the school a great deal of extra expense. School has purpose built toilets and care rooms suitable to be used by people with a disability. The dignity and privacy of the child should be of paramount importance.

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, etc and parents should be made aware of this responsibility. As a school we accept responsibility for providing the staff with gloves, plastic aprons, a bin and liners to dispose of any waste.

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in one of the bins which are specifically designated for the disposal of such waste. The bin will be emptied on at least a twice weekly basis and waste is collected by an authorised company. Staff must be aware of the school's Health and Safety policy.

## **Special Needs and Children's Rights**

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching plans for each child. As with all arrangements for intimate care needs, agreements for a child are made by those who have parental responsibility and the organisation should be easily understood and recorded.

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

Consideration must always be given to the physical needs of individual children. For example children with hyper-mobile joints, those with feeding tubes or those children with significant sensory impairments. Children who have a diagnosis of dyspraxia may become disorientated when not in an upright position.



## **Physical Contact**

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact.

The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff should be aware that even well intentioned physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny.

Physical contact which is repeated with an individual child or young person is likely to raise questions unless the justification for this is formally agreed by the child, the school and those with parental responsibility.

Children with special needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted where appropriate to the individual requirements of each child. The arrangements must be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Wherever possible, consultation with colleagues should take place where any deviation from these arrangements is anticipated. Any deviation and the justification for it should be documented and reported.

Extra caution may be required where a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to staff being vulnerable to allegations of abuse. Additionally, many such children are extremely needy and seek out inappropriate physical contact. In such circumstances staff should deter the child without causing them a negative experience. Ensuring that a witness is present will help to protect staff from such allegations. Staff must report concerns at which time a risk assessment or management plan may need to be completed.

## **Pupils in Distress**

There may be occasions when a distressed child needs comfort and reassurance that may include physical contact such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation. In all situations, members of staff are asked to have a second adult present where at all possible.

Judgements will need to take account of the circumstances of a child's distress, their age, the extent and cause of the distress. Unless the child needs an immediate response, staff must consider whether they are the most appropriate person to respond. It may be more suitable to involve the child's relative or one of the school's specialised staff.

Particular care must be taken in instances which involve the same child over a period of time.



Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice from their line manager or a member of the senior leadership team.

### **Showers/changing clothes**

Children and young people are entitled to respect and privacy when changing clothes or taking a shower. However, there must be the required level of supervision to safeguard children and young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. Staff involved in the supervision of a child/young person during showering should avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is important that when supervising children in a state of undress, another member of staff is present.

### **Out of school visits, clubs etc.**

Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and all LA Guidance regarding out of school activities.

Extreme caution should be taken if children have access to public toilets.

To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on field trips, residential visits, etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour.

If members of staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.