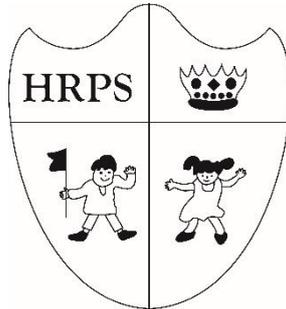


Houghton Regis Primary School



Nursery Intimate Care Policy

Introduction

Houghton Regis Primary School is committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times.

Houghton Regis Primary School takes seriously their responsibility to safeguard and promote the welfare of children in their care.

The governing board recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

The intimate care policy should be read in conjunction with the school's child protection policy.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out a procedure that most children and young people carry out themselves but which some due to age or disability are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Principles of Intimate Care

Every child has the right to be safe.

Every child has the right to be valued as an individual.

Every child has the right to be consulted in their own intimate care to the best of their abilities.

Every child has the right to have levels of intimate care that are as consistent as possible. We will aim that children in our Nursery classes will have their intimate care needs attended to by their named key worker in most instances.

There is a positive value in both male and female staff being involved with the care of young children. Houghton Regis Primary School may employ key workers of both genders to work with our boys and girls.

The individual child's safety, dignity and privacy are of paramount importance.

Our approach to best practice

The management of all children with intimate care needs will be carefully planned.

Staff who provide intimate care are trained to do so (including child protection and moving and handling where appropriate).

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

Pupils will be supported to achieve the highest level of independence possible, according to their individual conditions and abilities.

Procedures will generally be carried out by one designated member of the Nursery team. The Headteacher will allocate each child in Nursery classes with three members of staff who will be responsible for their intimate care needs. One of these people will be the child's key worker.

Careful consideration will always be given to the child's individual circumstances to determine how many practitioners might need to be present when a child requires help with intimate care.

In the case of staff absence other members of the permanent staff team may deal with children's intimate care needs. However, it is highly unlikely all three named members of

staff will be absent at the same time. The school will not use occasional supply staff to deal with children's intimate care needs.

Staff will seek approval from the Head teacher and in his absence the SENDCo or Deputy Headteacher for all changes to usual intimate care arrangements.

The Toileting and Intimate Care Log will be completed at all times and will be available for inspection by the Headteacher/Deputy Headteacher/SENDCo.

Classroom volunteers and students on placement will not be authorised to change a child under any circumstances and will be instructed to inform a member of the school team if a child they are supporting should require care. The school will not use occasional supply staff to deal with children's intimate care needs.

Pupils in Nursery will be changed in the purpose-built changing area attached to the Nursery Classroom where there is space for a changing mat outside of the toilet cubicle in the large floor area within the toilets' bay area. Children should be changed on the mat while it is placed on the floor or standing up to avoid lifting children unnecessarily. There are hand washing facilities both within the Nursery toilets and directly outside the toilets area.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded using the attached form.

The needs and wishes of children and parents/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Where a care plan is not in place and a child has needed help with intimate care (in the case of an 'accident') then parents/carers will be informed the same day. This information should be treated sensitively.

Child Protection

Safeguarding children is everyone's responsibility. The normal process of changing a child who has soiled should not raise child protection concerns.

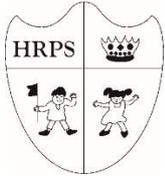
The governors and staff of Houghton Regis Primary School recognise that disabled children are particularly vulnerable to all forms of abuse. Child protection and multiagency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the designated senior leader for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded. Further advice will be taken from partner areas in such cases when required. If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

When carrying out intimate care in and out of school premises, privacy and safety should be the main concern and part of the planning process.

This policy was agreed by the governing board of Houghton Regis Primary School on And will be reviewed on



Appendix 1

Intimate Care and Toileting Parental Consent

Name of Child:

DOB:

School:

Class/Teacher Name:

Care required and how often during the school day:

Members of staff who will carry out the tasks

Children in Nursery will be changed in the dedicated changing area which is attached to the Nursery Classroom.

Infectious Control and Disposal procedures in place:

Actions that will be taken if any concerns arise:

Parent's responsibility to provide:

Other professionals involved in care/advisory role:

(School Nurse, Health Visitor, Specialist Nurse, OT/Physio, SEND Staff)

Additonal Information:

I/We have read the intimate care policy provided by Houghton Regis Primary School's Nursery. I/we give permission for the named members of staff to attend to my/our child's needs and are in agreement with the procedures proposed.

Name of Parent/Carer _____

Signature _____

Head/SENDCo Signature _____

Date: _____

