



Madley Brook CP School

Policy for Attending to Children's Personal Care Needs in School

Introduction

Children attend school with a range of developmental needs including specific personal care needs. These needs may arise through developmental delay or impairment; or through lack of experience and differing parental expectations. It is the duty of all settings to attend to a child's personal care needs in accordance with Oxfordshire's Personal Care policy and our school will facilitate this as described below.

Responsible person

The Head Teacher and Governors are responsible for all aspects of school provision. It is their responsibility to ensure that the personal care needs of children are attended to. They will achieve this through:

- Ensuring that staff are informed of Oxfordshire's personal care policy
- Respecting the wishes of teaching staff and other staff members in relation to the personal care of children.
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- Enabling members of staff are introduced to children with known personal care needs if these members of staff are not already key persons for the children.
- Ensuring that staff are aware of the need to encourage good toilet posture, with the child's feet placed firmly on the floor or step.
- Ensuring that staff will do all they reasonably can to encourage the toileting and drinking of a child who has challenges in this area.

Support available for children with Personal Care Needs

The school takes seriously its duties under the Disability Discrimination Act 2005 and the SEN Code of Practice 2001.

This policy should be read in conjunction with other policies:-

SEN

Health and Safety

First Aid and Medicines

Inclusion

Complaints

Staff will support all children's development and care, and respect their need for privacy. We recognise the need for an area for children to be toileted / changed in privacy. In the Nursery toileting area, there is a curtained-off section, where a changing bed is available. Children from Reception upwards can be changed in the class toileting areas unless they still wear nappies, in which case they should use the changing bed.

Health and safety

We ensure the health and safety of staff and children through:

- Completion of a risk assessment for changing and the disposal of nappies or pull-ups
- Wearing single-use disposable gloves, where appropriate
- Cleaning the changing mat with antibacterial spray after every use
- Hand-washing procedures

- Staff informing a colleague when leaving the room to support a child who requires changing
- Safe disposal of waste, disposable nappies and gloves in the nappy bin provided in the Nursery class toilet area
- Cleaning any soiled areas in the classroom after a toileting accident, following the procedures outlined on the sickness/ bodily waste bucket from the caretaker's cupboard.

Arrangements for working in partnership with parents

Parents and carers will be asked to sign an agreement (Intimate Care Plan- see appendix) allowing staff to change and clean their child. The school will:

- Maintain open communication between parents/carers and staff so that issues regarding children's personal care can be readily discussed
- Ask for information about a child's progress in the area of personal care and plan with parents and carers to ensure the needs of the child are met appropriately.

Arrangements for working in partnership with other agencies and other schools

The school will:

- Ensure that parents and carers of a child who is in need of continence support are given information about local services.
- Work closely with other healthcare professionals to ensure the best practice for the individual child.

Arrangements for reviewing, monitoring and evaluating the effectiveness of the provision

This policy will be reviewed regularly in accordance with the school development plan. Prior to formal review the responsible governor and head teacher will gain information from staff, parents and children about the provision and recommend changes as appropriate.

Linked documents and contacts

The Children's Bowel and Bladder Service Telephone (answerphone): 01865 904 467

Dfes (2005) Disability Discrimination Act

Dfes (2006) Implementing the Disability Discrimination act in Schools and Early Years Settings

Education and Resources for Improving Childhood Continence (ERIC)
www.eric.org.uk Tel 0845 870 8008

Bowel and Bladder UK <https://www.bbuk.org.uk/children-young-people/>

Appendix to Policy for Attending to Children's Personal Care Needs in School

Guidelines for an Intimate Care Plan

The Intimate Care Plan Guidelines have been developed to safeguard pupils and all staff involved in the intimate care of children.

These guidelines should be read in conjunction with other policies

- Accessibility Policy
- Child Protection/Safeguarding Policy
- Confidentiality Policy
- Health & Safety Policy
- Personal Care Policy
- Anti-bullying Policy
- Inclusion Policy

Definition of intimate care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that some children are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Intimate care may involve help with drinking, eating, dressing and toileting.

In most cases, Intimate Care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process and should only be carried out by suitably trained, competent staff.

Aims

The aims of this document and associated guidance are:

- to safeguard the dignity, rights and well being of pupils and staff
- to provide guidance and reassurance to staff
- to assure parents that staff are knowledgeable about Intimate Care and that their child's individual needs and any concerns they may have are taken into account.

Working with parents

Partnership with parents/carers is an important principle in any setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of Intimate Care as comfortable as possible is available from parents and carers, including knowledge and understanding of any religious/cultural sensitivities. An intimate care plan must be agreed and signed by parents/carers before and where there are ongoing Intimate Care procedures being carried out.

Parents/carers should be encouraged to work with staff to ensure their child's needs are identified, understood and met. This will include involvement in the development of Individual Education Plans (IEPs)

Exchanging information with parents/carers is essential through personal contact, telephone or

correspondence. However it may not be appropriate to record information concerning intimate care procedures in home/school books as it may contain confidential information that could be accessed by people other than the parent and staff member.

Pupil voice

To ensure effective communication with the child, staff should:

- ascertain the agreed method of communication (words, signs, signals) and identify this in the agreed Intimate Care Plan.
- allow the child, subject to their age and understanding, to express a preference regarding the sequence of care.
- agree appropriate terminology to be used by staff for private parts and bodily functions and record them in the Care Plan.

Every attempt should be made to determine the child's wishes

Where there is any doubt that a child is able to make an informed choice on these issues, the child's parents/carers are usually in the best position to act as advocates.

If it is appropriate, the child will sign an agreement with the staff who are responsible for carrying out the Intimate Care stipulating what he/she (the child) can be expected to do.

Guidelines for Staff

The following guidelines should be used in training staff to support intimate care.

Staff members must:

- ensure that sensitive information about a pupil is only shared with those who need to know, such as parents and members of staff specifically involved with the child. Other personnel should only be given information that keeps the child safe.
- consult parents/carers about arrangements for intimate care.
- be aware of the set procedures in the Safeguarding Policy and Health & Safety Policy
- ensure they know who to ask for advice if they are unsure or uncomfortable about a particular situation.
- identify and use a communication system that the child is most comfortable with.
- communicate with and involve the child in the intimate care process
- develop, where possible, greater independence in the pupil with the procedure of intimate care
- maintain confidentiality with children who discuss elements of their intimate care unless it is a safeguarding issue in which case Safeguarding Procedures must be followed.

Any staff member responsible for carrying out the intimate care procedure will be known as a "personal assistant", and if appropriate for the child, will sign an agreement with him/her stipulating what he/she (personal assistant) can be expected to do.

Sample agreement between child and personal assistant

Child's name:

DOB:

Personal assistant(s):

Personal Assistant

As the Personal Assistant helping you in the toilet you can expect me to do the following:

- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing
- I will check that you are as comfortable as possible, both physically and emotionally
- I will look and listen carefully if there is something you would like to change about your Intimate Care Plan

Child

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know if I need the toilet, or if I have wet or soiled (*terminology to be decided*) myself so that you can be prepared to help me.
- I will try to use the toilet at break time or at the agreed times.
- I will tell you if I want you to stay in the room or stay with me in the toilet.
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

We will review this agreement on:

Child:

Personal assistant(s):

Date:

INDIVIDUAL CARE PLAN : INTIMATE CARE

Name of child:

Date of birth:

Date plan was written:

Description of the type of intimate care that requires assistance

Does this procedure require additional training for staff members? YES/ NO
If YES, please indicate here who will provide the training and how often staff will need to have refresher training.

List of staff members trained to provide this care

Name	Position	Date of training (if required)

Communication/choice

Location of care provided

Equipment /Resources needed and providers

Learning and promoting independence

Terminology to be used

Any further comments

Agreed with parent

Date _____ Signature _____

Agreed with school

Date _____ Signature _____

Designation _____

Date of next review:

