

DUBAI HEIGHTS ACADEMY



Policy	Intimate Care Policy
Approved on	August 2023
Approved by	Principal
Review date	August 2024

INTRODUCTION

DEFINITION OF INTIMATE CARE

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but which some students are unable to do because of their young age, physical difficulties or other special needs. Care may involve helping with drinking, eating, dressing and toileting. It may also involve administering medication such as an insulin injection, epipen or attending to a medical device or equipment.

Dubai Heights Academy is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. There is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. The intimate care policy and guidelines regarding children have been developed to safeguard children and staff.

AIMS

- To provide guidance and reassurances to students, staff and parents
- To safeguard the dignity, rights and well-being of children and young people
- To assure students and parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

1. PRINCIPLES

- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting their needs
- Every child has the right to information and support that will enable them to make informed and appropriate choices
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- Every child and parent has the right to information and procedures for any complaint or query they may have regarding intimate care

2. OUR APPROACH TO BEST PRACTICE

- Intimate care needs are carefully planned, as appropriate to suit the child's individual circumstances
- Intimate arrangements will be discussed and agreed with the parents and their needs and wishes will be taken into account, wherever possible, within the constraints of staffing and legislation
- Staff will encourage each child to do as much for themselves as possible
- Staff who provide intimate care are trained to do so (including compulsory Child Protection and Safeguarding training as well as Health and Safety training in moving and manual handling, when appropriate) and are fully aware of best practice.
- Equipment will be provided to assist with students who need special arrangements following assessment from physiotherapists/ occupational therapists as required.
- Staff will be supported to adapt their practice in relation to the needs of individual students, taking into account developmental changes such as the onset of puberty and menstruation.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, technology assisted communication etc.) to discuss the student's needs and preferences. The student is aware of each procedure that is carried out and the reasons for it.
- Each student's right to privacy will be respected. Careful consideration will be given to each student's situation to determine how many staff might need to be present when a student needs help with intimate care. Where possible one student will be cared for by two adults.
- Wherever possible the same student will not be cared for by the same adult on a regular basis; there will be named staff members known to the student who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different staff.

- Each child/young person will have an assigned member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

3. PROTECTION

- Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.
- Where appropriate, all students will be taught personal safety skills carefully matched to their level of development and understanding.
- If a member of staff has any concerns about physical changes in a student's presentation, e.g. marks, bruises, soreness etc. he/she will immediately report concerns to the appropriate designated safeguarding lead (DSL). A clear record of the concern will be completed and referred to the designated safeguarding lead at DHA and relevant authority if necessary.
- Parents will be asked for their consent or informed that a referral is necessary prior to it being made, unless doing so is likely to place the child at greater risk of harm. (See school Child Protection policy)
- If a student becomes distressed or unhappy about being cared for by a particular member of staff or an ILSA (Independent Learning Support Assistant) the matter will be looked into and outcomes recorded.
- Parents/guardians 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) is resolved so that the student's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- If a student makes an allegation against a member of staff, all necessary procedures will be followed and the matter immediately reported to the Designated Safeguarding Lead and the Child Protection and Safeguarding Policy must be followed.
- Every child has the right to be treated with dignity and respect (e.g. if a student requests to go to the toilet during class, irrespective of age, they will be allowed to do so).

4. TOILET TRAINING

Students should be able to carry out the following independently, before starting school, unless there is a significant developmental or medical need and these needs can be met through support provided;

- Tell an adult when they require the toilet.
- Pull down/ pull up clothing in order to go to the toilet.
- Wipe/ clean themselves after toileting.
- Where applicable, make use of the hand-held toilet hose.
- Wash and dry hands thoroughly.
- Pull-up pants. Nappies are not allowed.

School admissions policy states that students must be toilet trained before starting school.

4.1 Exceptional cases

Where a child has specific developmental or medical needs which impact on their intimate care needs, a Senior Leader must be informed when the child registers. Placement and provision of the student will be reviewed by the Principal and Head of Inclusion.

On the Principal's approval, the school will work closely with the family to devise a plan which is reflective of the child's needs. When a child has a specific medical or developmental condition which could impact on toileting management, then advice from the paediatrician should be sought either by the parent/guardian or with permission, the designated adult e.g. teacher, Inclusion team or Principal. In this instance, or if required to maintain the young person's dignity, appropriate facilities will be used e.g. People of Determination toilet or nurse's toilet rather than a regular student toilet.

4.2 Monitoring of toilet training

Where it becomes apparent that a child is not toilet trained, the following guidelines can be applied:

- Parents of children that appear not to be toilet trained will be invited in to meet the child's teacher and a member of the Senior Leadership team (SLT).
- Appropriate actions will be agreed and this is likely to involve a delayed start to school and a personalised transition plan.

5. HYGIENE SAFE PRACTICE

All staff should follow good hygiene practices, which include:

- Disposable gloves should be worn as required.
- Disposable plastic aprons should be worn as required.
- Systems should be in place to deal with spillages appropriately and safely.
- Spillages must be cleaned according to the school policy. Hot water and soap OR antibacterial spray or wipes are appropriate.
- Soiled clothing to be placed in double plastic bags and returned to parent/guardian.
- Correct hand washing techniques should be followed.
- For adults, use hot water and soap. Dry hands with disposable paper towels. Antibacterial gel can then also be used.
- For the student, hand washing is initially modelled by, and where required, supervised by an adult.

**Soiled disposable nappies are to be placed in plastic nappy bags and disposed of according to school arrangements. Reusable nappies are to be placed in a double plastic nappy bag and returned to parents (This only applies where a student has specific developmental or medical need and has been approved by the Principal).*

6. CHANGING

Students do occasionally have accidents or injuries, which necessitate some intimate care. Parental permission will be obtained for assistance to be given should this arise (see Appendix 2).

In the event of a toileting accident, the following will occur:

- The practitioner dealing with the incident should inform one of the other adults
- The child will be brought to the school clinic/ or even into the classroom toilet for changing by the LSA and nurse.
- In the unlikely event the school nurse is not available, a responsible adult will bring the child to the nurses' room or even to the classroom toilet and change them there in the presence of another adult.
- If a second soiling accident occurs on the same day, the child will be changed at school and sent home with parents/caregivers.
- Spare clothes will be stored at all times at school in the designated area (e.g. in the classroom or in the child's cubby). The parent should regularly replace these clothes as required.
- Doors to be slightly ajar, but closed enough to give as much privacy as possible to the student
- Arrangements are made for other students to use an alternative room if possible
- If the student is old enough, they will remove soiled garments

If the situation happens frequently with a particular student, toilet training techniques will be discussed with the parents or carers so that routines are the same both at school and at home. It may be necessary to suggest that a student takes a few days out of school to re-establish regularity.

7. RELATED POLICIES

This policy should be read in conjunction with the following related policies:

- Admissions
- Child Protection
- Safeguarding
- Inclusion

Appendix 1 - Sample Toileting Plan for use with Students of Determination

Due to developmental needs, (Child's name) is currently in nappies/pull ups and is not yet showing any awareness of being wet/soiled OR is currently in nappies/pull ups and is showing some awareness by (e.g. going to changing area/verbally saying)

(Key person's name) will mainly be responsible for changing (child's name) whilst at (Setting/school name) to ensure continuity of care. However, (named other staff) will also be aware of his/her needs and will be available to change him/her when required.

Parents/guardians will provide consumables which could include nappies/pull ups, wipes, nappy sacks and spare clothes.

(Child's name) will be changed (specific location and arrangements) (For example: On a changing mat on the floor in the children's toilet area or on a changing table in the disabled toilet area).

Other arrangements specific to that individual child can also be included. (This could include whether a child requires manual handling support and/or needs assistance in laying themselves down or getting up. This may also specify the regular time intervals that the child will be checked or changed. See guidance for Children and Young People with ASD if appropriate).

To comply with our child protection procedures (Insert local arrangements. For example, this could be, 2 members of staff will be present/the door will be kept ajar etc).

Used disposable nappies will be (placed in a nappy sack and disposed of (in a nappy bin/ due to lack of disposable facilities, nappies/used wipes will be stored in double nappy sacks to be given to parent at the end of the session/day) and reusable nappies will be doubled bagged for return to the parent/guardian.

Staff will record the date and time of changing and whether the child was wet/dry/soiled. This information will be shared with parents/guardians.

This plan will be reviewed as the child's needs change.

Appendix 2

Permission Request — Assistance with Changing Clothes/Intimate Care

We understand that sometimes accidents occur which may mean your child will need to change items of their clothing. We will always ensure that your child is given enough privacy to undertake this themselves and give helpful directions when needed. On occasion they may need a little help. In order to make the situation as stress-free as possible for your child we would like your permission to assist your child if they need help.

Kindly note that

- We will only assist if the child is unable to undress/dress themselves.
- We will ensure that any assistance for girls is given by a female member of staff.
- In some cases it may be necessary for the School Nurse to give assistance; for instance when a child has soiled themselves. In such cases we will also contact home to request you come and collect your child or agree a care plan for the remainder of the day.

Please complete the permission section below. Thank you for your support.

Yours sincerely

---Dubai Heights Academy Reply Slip Please return to the school nurse

Name:..... Class:

- I do not permit my child to receive intimate care support and assistance from the school
- I give permission for my child to intimate care support and assistance from the school

Signed: Telephone Number:

(Parent/guardian