



ST THOMAS MORE CATHOLIC FIRST SCHOOL

Learning, loving and living together with Christ

INTIMATE CARE AND CONTINENCE POLICY

Every member of staff has a responsibility to safeguard each child. This includes:

- Valuing children as individuals
- Treating children with dignity and respect
- Caring for children as children
- Keeping children safe

Treating children with dignity and respect

- Address each child with respect
- Involve children in conversation; never talk about the child as though they are not there
- Listen to what the child has to say, assisting them in their communication
- Treat all information about children carefully, keep it safe and share it only with those who need to know
- Do not discuss any private or negative issues about one child in their presence or in the presence of another child
- Where possible involve children in decisions that affect them, actively seeking their views and choices
- If possible, explain to children and help them understand if their wishes and views cannot be acted upon
- Respect gender, cultural or religious needs and wishes
- Ensure children have and use only their own clothing, towels, brushes etc.
- Respect children's belongings and personal possessions
- Provide constant care for all children and show no favouritism

Privacy

It can be very difficult at times to ensure the child's privacy is respected.

Children with physical difficulties and complex needs can be very vulnerable and many may not be aware of or do not recognise their own or other's needs and rights to privacy. It is the responsibility of staff to protect and teach respect for one's own and other's right to privacy.

Personal and intimate care guidelines

Some of our children may require physical assistance to maintain their personal appearance and hygiene. When helping with such tasks, staff must strive to maintain the child's dignity and right to privacy. All staff involved in their care need to be sensitive to the children's needs whilst being aware that some care tasks could be open to possible misinterpretation. False allegations of abuse are extremely rare but these basic guidelines will safeguard both children and staff:

1. Every child is to be treated with dignity and respect and ensured privacy appropriate to their age and situation

Privacy is an important issue. Personal care should be carried out by one staff member with another present.

2. The child will be involved in their own personal care as far as they are able and staff will be responsive to a child's reactions, expressed views and preferences.

Staff will avoid doing things for a child that they are capable of doing for themselves.

Children should be encouraged to be independent wherever possible. Staff will check out their practice with the child asking relevant questions, such as "Can you wash there yourself?"

Records will be kept (Appendix 2) where assistance is needed.

3. Practice in personal care will be as consistent as possible

It is important that all basic good practice guidelines are adhered to by all members of staff. A child with a specific need will have a personal care programme (Appendix1), which will identify the needs of that child and how those needs should be met. It is important for a child to feel safe around adults of both sexes, but respect for any religious preferences should be taken into account.

4. Staff will report any concerns they have regarding any child immediately.

If whilst being assisted with personal care, a child is accidentally hurt or any injuries to the body are noted, or the child seems unusually sore or tender in the genital or rectal area, or appears to be aroused by the staff members actions, or has a very emotional reaction without apparent cause, this should be recorded or reported to the DSL for safeguarding.

5. Encouragement should be given to every child to have a positive image of their own body.

As well as basics such as privacy or respect, the approach taken when assisting a child with their personal care, can convey many messages to them that their body is a positive thing. Always encourage the child to cover up and protect their own dignity. A child should not appear naked anywhere other than the bathroom. Confident assertive children who feel their body belongs to them are less vulnerable.

Continence

At St Thomas More Catholic First School, some children may struggle with incontinence and therefore need assistance in going to the toilet or in clearing up after accidents. We adhere to the Worcestershire Continence Guideline and manage the situation with our Intimate Care Policy and Guidelines.

- Two members of staff should be present if adult help is needed. The adults should ensure that they are visible to others.
- The child will be asked to clean themselves but will be given the tools and encouragement to do so.
- A change of clothes should be given to the child.
- The parent should be informed either by telephone or at the end of the school day.
- The parent may be asked to bring up alternative clothing if none is available in school.
- The parent should be asked to wash and return any clothing that the school has lent to the child.

- Children with ongoing difficulties will be asked to bring spare clothes to keep in school.
- If the child repeatedly has accidents and no health issue has been identified by the parent, then the school will discuss this with the parent and refer to the school nurse.

Policy completed January 2017

To be reviewed January 2018

Appendix 1

St Thomas More Catholic First School

HEALTH CARE PLAN

Name:	Date of Birth: Emergency contact number:
Identified Need:	
Resources – provided by a parent or carer:	
Resources – provided by school:	
Action to be taken:	
Staff involved:	
Additional information:	
Signature of parent/carer if appropriate:	
Signature of school staff mentioned above:	
Signature of school nurse/ health professional if necessary:	
Review date:	

Appendix 2
St Thomas More Catholic First School
Intimate Care

For each child with a health care plan for continence issues and intimate care records should be kept.

Child's Name:				
Date	Time	Staff	Comment	Signature of staff