

Intimate Care and Changing Protocol

Introduction

At Medeshamstede Academy, we understand that children are at different development stages and unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with families to support children towards independent toilet training.

We aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support of adults in a nurturing, considerate and dignified way.

This protocol will be used when supporting children requiring continence product changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that the procedures followed comply with the legal requirements of the Early Years Foundation Stage Statutory Framework and The Equalities Act 2010.

Aims

- To ensure that children in our care are comfortable and happy at all times.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff who are required to change children.
- To assure parents/carers that staff are knowledgeable about personal care and that their child's individual needs are taken into account.
- To protect children from discrimination and ensure the inclusion of all.

Basic Principles

At Medeshamstede Academy staff will follow key principles when providing intimate care:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have the right to privacy and dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures.
- To ensure children are comfortable and happy, continence products will be checked at regular intervals and promptly changed when required (i.e. when wet or soiled).

Vulnerability to abuse

As a specialist setting, we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's self-advocacy and protect them from any form of abuse. We recognise that our children are more vulnerable to abuse due to their complex additional needs, specifically with regard to communication and interaction differences.

It is important that children are changed in a reassuring and caring way by staff. It is important that we signal our intention to change a child's continence product before doing so, ensuring that the child understands and anticipates what is going to happen, appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in one of the student toilets or hygiene rooms. While allowing for privacy, these areas are not locked. This is part of making sure that there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Working with Parents/Carers

We will work with parents/carers and previous settings when developing a child's continence product changing routine. An Intimate Care Plan will be created and shared with parents/carers. Any significant observations made during a continence product changing procedure will be notified to the parents/carers at the end of the session (i.e. badly soiled continence product/strong urine etc.) If a child is unduly distressed about having their continence product changed, parents/carers will be contacted to discuss how we can best support their child and a plan will be put into place. Their Intimate Care Plan will be amended to reflect this.

Protection for Staff

Continence product changing procedures will be carried out by a member of staff who has been DBS checked. Protection for that person will be undertaken in the following ways:

- Staff will receive Intimate Care training.
- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other members of staff that they are taking a child to change.
- Each instance of intimate care will be recorded by the adult completing it. Details will include:
 - What personal tasks were carried out
 - By whom
 - The time and date it was completed
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments, whilst carrying out a personal care procedure, this will be recorded and discussed with the Designated Safeguarding Lead (DSL) immediately.

- Staff will be specifically trained in the area of intimate or personal care for children with specific needs.
- To ensure the safe moving and handling of children, children will use steps to independently climb on to the changing area, with support provided if required. If appropriate for a child's needs, a changing mat will be used on the floor during changing.

Changing procedures followed by staff:

- Ensure the following items are ready before changing a child's continence product; clean continence product, wipes and cream if required. (Where cream is used, the child should have their own named cream and written permission obtained from the parent).
- Inform the child that it is time for a change (using speech, sign or an object of reference). Sometimes the child will tell you or indicate when their continence product needs changing.
- Put on a pair of disposal gloves and a disposal apron (Staff must put on a fresh pair of gloves and fresh apron for every child that has had a continence product changed).
- Remove the child's clothing to access the continence product. Try to encourage the child to help as much as possible.
- The staff member will then remove the child's continence product and clean the area, always from front to back using wipes and cream provided by parents/carers. The staff member must ensure the child is clean and comfortable by putting on a clean continence product and, if required, a clean set of clothes.
- If the child's clothes are soiled, they should be bagged separately and sent home. They should not be rinsed by hand. If appropriate, staff will access the school washing machines to provide an initial clean but it is always suggested that parents/carers re-wash the clothes when they receive them.
- All continence products, whether wet or soiled, should be placed into a continence product bag and disposed of in the designated unit.
- The staff member must then place the used gloves and used apron in the bin provided and wash their hands with liquid antibacterial soap and running water and dry them on a disposable paper towel.
- Where required, clean the area with antibacterial spray before leaving to dry.

Toilet Trained/Training

We understand that our children develop at different rates with regard to the ability to be independent when using the toilet. We will support every child at every stage and we will do this in partnership with families. If a child is able to meet his own toileting needs, the staff member can support the child according to age and ability, to use a potty or toilet, ensuring that they are comfortable, clean and dry and have washed their hands afterwards. Staff members will ensure that a potty, designated toilet or training seat is available for children being toilet trained. It will be cleaned with antibacterial cleaner after use.

Menstruation Support

We recognise that some of our young people will find the menstruation cycle challenging to navigate. We will provide intimate care to support our children to ensure they are comfortable. We may also support through bespoke interventions to enhance understanding in this area of development. We will work in partnership with families and put plans into place, where appropriate.

Parental Responsibilities

At Medeshamstede Academy we work in partnership with families and ask them to assist us by ensuring the following:

- Parents/carers understand and agree the procedures that will be followed when their child is changed at school.
- Parents/carers must agree to and sign an Intimate Care Plan granting permission for their child's continence product to be changed.
- Parents/carers must provide continence products, continence product bags for soiled/wet items, wipes, plenty of spare clothes and sundries that will be used and applied as necessary. It is the responsibility of parents/carers to ensure their child has plenty of changing provisions and changes of clothing available for their time in school.
- Parents/carers understand that they will be asked to collect their child if their child shows symptoms of illness or indications of ill health.