

Stratford-sub-Castle Church of England VC Primary School

Life in all its fullness

Intimate Care Policy #4

The *Intimate Care Policy* was reviewed during the Spring Term 2018/2019
This document is the result of that review.

This policy represents the agreed principles for intimate care throughout the school.
This policy has been agreed by all staff and governors within the school

DATE AGREED BY FULL GOVERNING BODY:	28.01.19
REVIEW DATE:	January 2022
AUTHOR:	Mrs Kay Bridson, Mrs Justine Watkins & Mrs Jodie Waters
HEADTEACHER:	Mrs Kay Bridson
CHAIR OF GOVERNORS:	Miss Angela Britten
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	<i>Aims of the School Child Protection Policy Health & Safety Policy Risk Assessment Policy Medical Needs Policy Safeguarding Policy Special Educational Needs Policy</i>

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Introduction

The purpose of this policy is to:

- safeguard the rights and promote the best interests of our children
- ensure children are treated with sensitivity and respect and in such a way that any experience of intimate care is a positive one
- safeguard adults required to operate in sensitive situations
- raise awareness and provide a clear procedure for intimate care
- inform parents/carers on how intimate care is administered
- ensure parents/carers are consulted in the intimate care of their children.

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Parents and staff should be aware that matters concerning intimate care are dealt with confidentially and sensitively and that the young person's right to privacy and dignity is paramount at all times.

Children who require internal procedures have an Intimate Care Plan agreed with parents, school nurse, headteacher and staff involved.

Definition

Intimate care is one of the following:

- supporting a pupil with dressing/undressing
- providing comfort or support for a distressed pupil
- assisting a pupil requiring medical care, who is not able to carry this out unaided
- cleaning a pupil who has had a toileting accident, nose bleed or who has vomited
- assisting girls who have needs due to menstruation

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in Early Years. Staff members encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children, particularly children in EYFS, may seek physical comfort from staff. Where children require physical support, staff are aware that physical contact must be kept to a minimum and be child-initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures (See Policy on Medicines)

If it is necessary for a child to receive medicine during the school day, **parents must give written permission and discuss their child's needs with the Headteacher.** Staff administration of medicines is voluntary and is only carried out when children require medicine for prolonged / on-going medical needs. Any member of staff giving medicine to a pupil checks:

- the pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date.

Particular attention is paid to the safe storage, handling and disposal of medicines. The Head Teacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Medicines are kept in a secure place, not accessible to pupils.

Toileting Accidents

Intimate care for a toileting accident is only given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in the EYFS or with medical needs may sign a permission form so that the Early Years staff can clean and change their child if required (Appendix 1).

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child has a toileting accident. If the parents and emergency contacts cannot be contacted, the Head Teacher will be consulted. If put in an impossible situation where the wellbeing of a child is at risk, staff act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff are always aware of the possibility of invading a child's privacy and respect the child's wishes and feelings. If a child needs to be cleaned, staff will make sure that:

- protective gloves are worn
- the procedure is discussed in a friendly and reassuring way with the child throughout the process
- the child is encouraged to care for him/herself as far as possible
- physical contact is kept to the minimum possible to carry out the necessary cleaning.
- privacy is given appropriate to the child's age and the situation
- all spills of vomit, blood or excrement are wiped up and flushed down the toilet
- any soiling that can be, is flushed down the toilet
- soiled clothing is generally put in a plastic bag, unwashed, and sent home with the child

Hygiene

All staff members are familiar with normal precautions for avoiding infection, follow basic hygiene procedures and have access to protective, disposable gloves. **(See Staff Handbook for additional information)**

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- gaining a verbal agreement from another member of staff that the action being taken is necessary
- allowing the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable

- allowing the child a choice in the sequence of care
- being aware of and responsive to the child's reactions.

All cases of intimate care regarding an incident where staff have **assisted a pupil requiring medical care or who have cleaned a pupil who has had a toileting accident, nose bleed or who has vomited** are logged in the **First Aid / Intimate Care Log Book**. A date, time and brief description of events including any views expressed by the child are noted and signed by the person delivering the intimate care. **A note is sent home to inform parents.**

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Stratford-sub-Castle Primary School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. All those working with children are closely supervised throughout a probationary period and are only to be allowed unsupervised access to children once this has been completed to the Headteacher's satisfaction.

It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors and the Headteacher.

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Intimate Care Permission Form (Appendix 1)

Intimate care is one of the following:

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- cleaning a pupil who has had a toileting accident, nose bleed or who has vomited
- assisting girls who have needs due to menstruation

I give permission for my child : _____ **(Name) to receive :**

- support with dressing/undressing YES /NO
- assistance with medical care YES/NO
- to be cleaned when he/she has had a toileting accident, nose bleed or vomited YES / NO

I confirm that I have received a copy of the Intimate Care Policy and agree with the school's policy.

Signed _____

Name (printed) _____

Relationship to child _____

Date _____