



# Intimate Care Policy

Written: October 2015

Ratified: November 2017

Review: November 2019

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## **Rationale**

It is our intention to develop independence in each child, however we recognise that there will be times when help is required. Our Intimate Care Policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate care of children.

Intimate care may be regarded as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities may include:

- toileting;
- nappy changing;
- feeding;
- oral care;
- washing;
- changing clothes;
- first aid and medical assistance; and
- supervision of a child involved in intimate self-care

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. Parental consent will be sought for all children joining Reception (see Appendix 1).

This policy should be read alongside the school's

- safeguarding policy and child protection procedures
- staff code of conduct and guidance on safer working practice
- 'whistle-blowing' and allegations management policies
- health and safety policy and procedures
- Special Educational Needs policy

## **Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:

- be safe;
- personal privacy;
- be valued as an individual;
- be involved and consulted in their own intimate care to the best of their abilities;

- express their views on their own intimate care and to have such views taken into account;
- have levels of intimate care that are appropriate and consistent; be treated with dignity and respect.

Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents. The act of intimate care would be reported to a member of staff and parents at the earliest possible time following the event.

Staff will endeavour to:

**1. Involve the child in the intimate care**

Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices.

**2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.**

Care should not be carried out by a member of staff working alone with a child.

**3. Make sure practice in intimate care is consistent**

As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that the practice is consistent.

**4. Be aware of their own limitations**

Only carry out activities they understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained.

**5. Report and safeguarding concerns**

If staff observe any unusual markings, discolouration or swelling report it immediately to the Designated Person or the Deputy Designated Person for Child Protection.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident to the DT or DDT. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.



## **Hygiene**

All staff must be familiar with normal precautions for avoiding infection and should ensure the use of appropriate protective equipment when necessary, for example, protective, disposable latex/vinyl gloves.

## **Procedures for changing children**

### **Guidelines and Procedures for Reception**

Children in Reception will be changed in the Reception class toilets. An available member of classroom or lunch time staff or in some circumstances, a named person will take responsibility for changing a child. If this occurs during break or lunchtime another member of staff must be sought to be present in order to ensure safeguarding. If this occurs during class time in Reception, to safeguard them from any allegations of improper conduct the adult will inform another member of staff when changing, and will encourage the child to take responsibility for changing, acting in a supporting role.

- Staff will wear disposable gloves and aprons when handling bodily fluids.
- The child will be encouraged to undress and dress themselves.
- The child will be encouraged to wipe themselves if appropriate.
- Any adult intervention will be fully explained and its purpose made clear to the child.
- If absolutely necessary, the shower may be used with the child's consent.
- Soiled clothing will be double wrapped in plastic bags and given to the parent/carer at the end of the school day.
- Other soiled materials e.g. gloves, newspaper, will be double wrapped in plastic bags and disposed of in the bin.
- Both the child and adult will wash and dry their hands afterwards using liquid soap and disposable paper towels.

### **Guidelines and Procedures for KS1 and KS2**

All the above procedures will be followed except there must be two members of staff present at all times. Key Stage 1 children will be changed in the infant toilets or the disabled toilet as appropriate and Key stage two children will be supported to change (if required) in their own toilet areas.

For KS2 children, all of the above applies, but the child will be encouraged to undertake each stage of cleaning themselves and dressing, independently.



Parents/carers will be informed immediately by telephone if the child is unwell. Otherwise, parents/carers will be informed verbally at the end of the school day.

### **Additional Procedures for nappies/pull-ups**

- Parents will provide all necessary equipment including nappies/pull-ups, wipes, clean clothing.
- Staff to discuss best procedures with parents i.e. standing up or lying down position for changing.
- Staff will always work in pairs in order to ensure safeguarding
- Wipe from front to back to prevent infection
- Ensure skin is clean and dry before putting on a new nappy/pull-up

### **Medical Changing Bed**

We have a medical changing bed which is available for pupils where there is this need. Staff are trained as appropriate for the pupils needs.

This is only to be used following a meeting with family and the setting up of a care plan.



The Globe Primary Academy

Intimate Care Parental Consent Form

Should it be necessary, I give permission for ..... to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed .....

Adult with parental responsibility for ...