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"For Nothing is Impossible with God." Luke 1 : 37

Intimate Care Policy

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 Administration of Medicines)

If it is necessary for a child to receive medicine during the school day, **parents must give written permission, completing a proforma available in the office.** 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.

Staff must record when medicines are administered and dosage.

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 the school office, not accessible to pupils.

Toileting Accidents

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in Lime Class).
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached the Head Teacher is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.
- If it is necessary for a member of staff to clean and change a child they must be accompanied at all times by a second member of staff. This should be done where a child has privacy but the changing can be witnessed. It should not be behind a locked door. Staff should always be aware of Safeguarding guidelines and not put themselves or the child at risk. This is of paramount importance.
- Ensure that the action you are taking is necessary.

It is the expectation that all children start school toilet trained. If this is not the case a plan would need to be drawn up between the Headteacher and parent to agree how this is dealt with in a school day.

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 Dilton Marsh 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 Head Teacher'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 Head Teacher.

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

- Child protection and Safeguarding policy
- Administration of medicines policy
- First Aid policy

All staff should be made aware of the contents of the policy as part of Safeguarding training.

Annex – due to COVID

- Full PPE to be worn.
- Providing comfort – adults only in child's bubble.

Written	10th September 2020
Date Agreed	September 2021