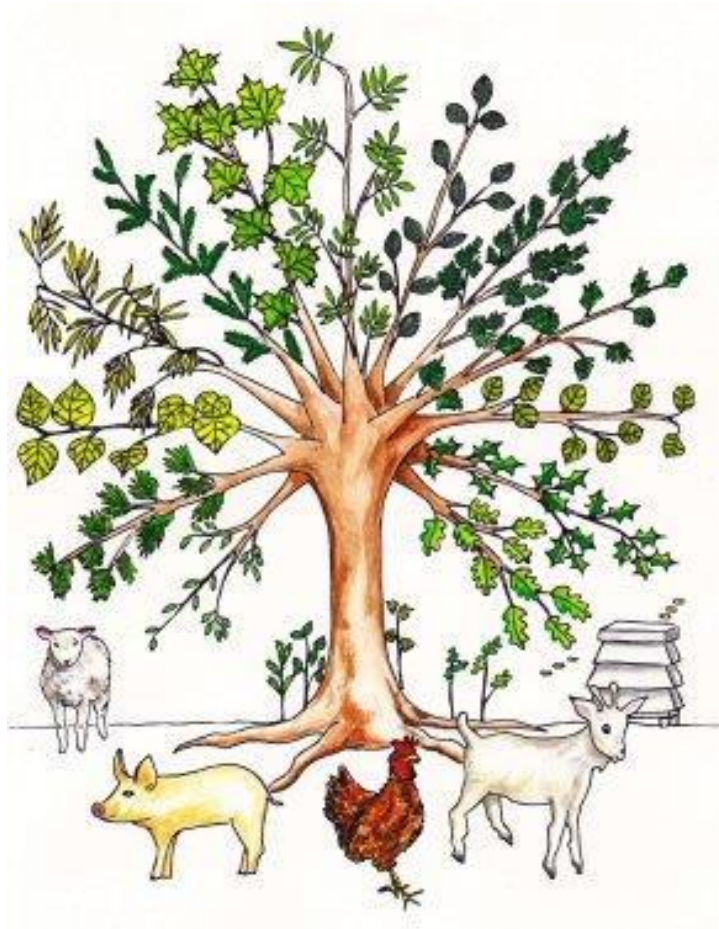


Edwalton Primary School

Intimate Care Policy



Written by Trish Gilbert DSL

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Next review September 2025

Introduction

The purpose of this policy is:

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

Principles

It is essential that every child in our school 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 children with opportunities to learn to value 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 will be dealt with confidentially and sensitively and that the young person's right to privacy and dignity is maintained at all times.

Intimate care is defined as:

- Supporting a child/young person with dressing/undressing
- Assisting a pupil requiring medical care when they are not able to carry this out unaided
- Cleaning a child who has soiled himself/herself, has vomited or who feels unwell

Supporting dressing/undressing

Sometimes, it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early years. Staff will always encourage children to attempt to dress/undress unaided if possible.

Medical procedures (see our Medical Needs Policy for more information)

If it is necessary for a child to receive medicine during the school day parents will be asked to fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Soiling

Intimate care for soiling should only be given to a child after a parent/carer has given permission for staff to clean and change the child. Parents who have children in Foundation may sign a permission form which is included in their welcome pack, giving staff permission to clean and change their child if

needed. If a parent does not give consent, the school will contact the parents or other emergency contact number giving specific details about the necessity for cleaning the child. If the parent/carer or emergency contact is able to come to school within a few minutes, the child will be comforted and kept away from the other children to preserve their dignity until the parent/carer arrives. Children are not left on their own whilst waiting for a parent/carer 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 other 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 soils him or herself.

If the parents/carers and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where a child is at risk, staff will act appropriately and may need to come into some level of physical contact with the child in order to aid them. When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned staff will make sure that:

- Protective gloves and aprons 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 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 put in a plastic bag, unwashed, and sent home with the child

Hygiene

All staff must be familiar with the normal precautions for avoiding infection, must follow basic hygiene procedures and must have access to protective, disposable gloves and a disposable apron.

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 is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

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 Edwalton Primary School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The aim of the DBS process is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.

Personal and professional references are also required and unsuitable candidates are not permitted to work within school.

All those working with children should be closely supervised throughout any probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisors 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/university supervisors.

Intimate care in early years

It benefits children if they are out of nappies or at least working towards this by the time they start nursery/foundation in school, but we are aware, that all children are individuals and some may need further support. The school can help with advice on toilet training or signpost you to where to get further support if needed and will work with you to ensure your child is supported in school.

Nappy changing

Any child wearing nappies will have an intimate care plan, which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child and where and when this will be carried out. This agreement allows the school and parents/carers to be aware of all issues surrounding the task from the outset. Permission to change nappies is sought as children enter the Early Years Foundation Stage (EYFS) and slips are kept on record (please see appendix 1)

Where a child has continuing incontinence issues past EYFS these procedures will continue to apply.

Procedures for changing a nappy

Staff in EYFS have access to a changing area with a toilet and hand basin with warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves and aprons for staff to use. Staff must wash their hands with soap and water before and after nappy changing. Gloves should be worn while nappy changing. The changing area should be cleaned after each use and the nappy disposed of in an appropriate container (which is emptied on a daily basis and double bagged before going into the appropriate outside bin) Any spillages will be cleaned up immediately.

Staff must be mindful of the need to preserve the dignity of the child (for example, not allowing other children into the changing area whilst intimate care is being carried out). Staff should record times/frequency of nappy changing and any concerns (i.e. unusual bowel movement) which should be reported to parents/carers when the child is collected. Parents supply nappy bags, nappies and wipes and staff will notify them in advance when stock is depleting.

In KS1/KS2 changing will take place in the disabled toilet and wherever possible by a member of staff known to the child. The same procedures will be followed.

Accidents and changing clothes

The above guidelines for nappy changing apply to supporting a child after they have had an accident and either wet or soiled themselves. Staff will need to use some judgement on how much support the child is likely to need, depending on the individual situation. It is important that the child is not reprimanded and is reassured and then supported – as much as possible to clean themselves and change. If a child soils him/herself during school time, one member of staff will help the child:

1. Remove their soiled clothing
2. Clean skin (this usually includes bottom, genitalia, legs and feet) using wipes

3. Dress the child in the child's own clean clothes (if available) or in those provided by the school.
4. Wrap soiled clothes in plastic bags and give these to parents to take home to launder/dispose of.

If consent is not gained from a parent, but a child has had a toileting accident in school and needs changing a member of the senior leadership team will be consulted and a decision made on the next steps with the interests of the child in mind. Children who have particularly messy accidents may need to be showered, the decision whether to do this will be based on the welfare and emotional well-being of the child. There is a shower available in the accessible toilet. The parent/carer will be called to check that they are happy for the child to have a shower. All clothing will be bagged up and returned to parents when the child is collected.

Appendix 1

Dear Parents/ Carers,

From time to time children may have accidents and forget to go to the toilet and therefore may need changing. This will be done discreetly and sensitively. We will use wipes and we do have changes of clothes in school. If your child has accidents regularly it may benefit them to have their own change of clothes in their own bag. Please fill in the reply slip below allowing us to help change your child, occasionally we may ring you and ask for you to collect your child if we feel that the accident may have accrued due to illness or we feel that we cannot clean them satisfactory with wipes.

Regards,

Mr Graney

Mrs Middleton

Name of child _____

I allow my child to be changed by a member of staff.

☐

I do not allow my child to be changed by a member of staff.

☐

Signed _____

