

**Hunmanby Primary School  
Intimate Care Policy**

<b>Document Status</b>			
<b><i>FGB Finance</i></b>			
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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.

**Introduction**

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience 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 intimate care
- To inform parents/carers in how intimate care is administered
- To 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 and that every child is treated with respect. 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. Intimate care can provide opportunities to teach children about the value of their own bodies, to develop their personal safety skills and to enhance their self esteem. Wherever children can learn to assist in carrying out aspects of intimate care they should be encouraged to do so.

These principles of intimate care can be put into practice by:

- Responding sensitively if a child says that they want a different adult to assist.
- Ensuring privacy appropriate to the child's age and situation
- Allowing the child to care for her/himself as far as possible
- Being aware of and responsive to the child's reactions

## **Definition**

Intimate care encompasses areas of personal care which most people carry out for themselves but some people are unable to do so because of impairment, disability or age. 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 soiled him/herself, has vomited or feels unwell
- Changing nappies/incontinence garments/stoma equipment etc
- All staff will be trained in their in-house induction as required in the specific types of intimate care that they carry out and they are to fully understand this procedure within the context of their work. Training will be sought from the NHS/Medical Teams for any specialist intimate care routines prior to any care being provided
- Where staff are unsure about any aspect of providing intimate care they should discuss this with their manager. Additional training and support can be provided to ensure staff are able to take on this responsibility and feel confident about doing so.

## **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 undressing and dressing unaided.

## **Providing comfort or support**

Children may seek physical comfort from staff (particularly children in 2 year olds, Nursery and Reception). Where children require physical support, staff need to be 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.

## **Soiling and wetting**

All parents/ carers will receive and be required to return an 'Intimate care consent form' to fill in and sign upon their enrolment to the school (EYFS New Starter pack).

This consents to a familiar member of staff assisting to change their child if they have a wetting or soiling incident. If a parent does not give consent, the school will contact the parents to come and collect their child immediately. Whilst the child waits, they will be 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 soils him or herself.

If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately, and may need to come into some level of physical contact in order to aid the child.

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 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 or double bagged and put in the bin
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

### **Nappy Changing**

We aim to provide an inclusive environment which supports children sensitively with nappy changing

- All nappy changing will be carried out within a private/screened area such as the Bumblebees toilet or EYFS disabled toilet cubicle /KS2 wet room which are suitably equipped
- Wherever possible a child will be changed by their own key worker to promote continuity and ensure the child feels secure.
- If a child has additional personal care needs or routines, training and advice will be sought from health care professionals and the child's parents.
- Parents will supply nappies, baby wipes, creams by agreement and these will be stored in an accessible place. In the event of there being more than one child requiring changing on a regular basis, designated equipment will be labelled and stored appropriately. The school will have a small supply of suitable nappies for emergency use.

Nappy changing procedures:

- Staff will be equipped with disposable aprons and gloves
- All baby wipes and other equipment will be stored in a suitable and convenient position adjacent to the changing area.
- All used nappies etc will be double wrapped and placed in the lidded bin provided for the purpose.
- Wet or soiled clothing will be placed in a plastic bag and handed to the parents at the first opportunity ie. when the child leaves school.
- All staff and children will be encouraged to wash their hands after any procedure is carried out.
- The changing area will be wiped down after every use by a member of staff.
- All nappy changing will be recorded in a nappy changing log.

### **Toilet Training**

From time to time it is appropriate for staff to be involved in toilet training with a child.

On these occasions arrangements will be agreed with parents and recorded in school. Changes of clothing will be requested to be made available in school.

All children and staff will be encouraged to wash hands after any procedure.

### **Hygiene**

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

### **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
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Within the Early Years Foundation Stage where changing may be a normal and regular procedure, changing a child should not raise child protection concerns, and there is no requirement for there to be a second member of staff available unless there is an identified need. Nevertheless, staff should be encouraged to remain vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site.

### **Toileting incident log book**

When a child has a toileting incident, this will be recorded into a log book. This will be dated with a brief comment on what happened, if they changed themselves and which member of staff observed/ assisted.

### **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 Hunmanby Primary School are DBS checked on application and regularly thereafter and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim 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 the school.

All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor'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.

## Appendix 1: Template: Parent/ carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	