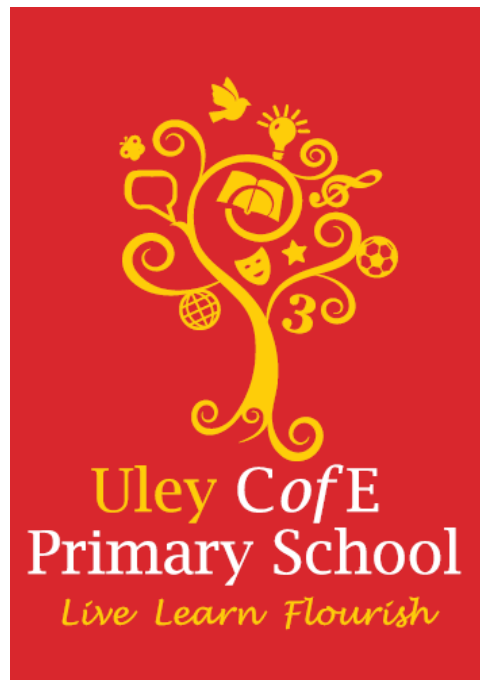


# ULEY C OF E PRIMARY SCHOOL



## INTIMATE CARE POLICY

**Uley C of E Primary School is committed to safeguarding and promoting the health and welfare of children and expects all staff and volunteers to share this commitment.**

**We strive to create a nurturing and trusting environment where children feel safe and secure and, one that enables them to develop, learn, grow and flourish.**

# Uley C of E Primary School

## Intimate Care Policy

This policy represents the agreed principles for 'intimate care' throughout the school.

### 1.1 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 in how intimate care is administered;
- to ensure parents are consulted in the intimate care of their children.

***Please note that in this policy the term 'parent' refers to the person with parental responsibility for the child.***

### 1.2 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 will be dealt with confidentially and sensitively and that the young person's right to privacy and dignity is maintained at all times.

The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should be read in conjunction with the school's policies as below:

- Safeguarding and child protection procedures
- Staff code of conduct and guidance on safer working practice
- Whistle blowing and allegations management
- Health and safety policy and procedures
- Special educational needs policy
- Supporting pupils at school with medical conditions
- Keeping children safe in education

We recognise that there is need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given.

### 1.3 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 ***soiled him/herself***, has vomited or feels unwell.
- assisting with ***puberty***

### 2.1 Supporting dressing/undressing

The school considers that helping a child with an outer layer of clothing (eg. a sweatshirt or coat) is not to an intimate act and therefore acceptable.

Sometimes it will be necessary for staff to aid a child dressing or undressing (particularly in Early Years) due to an accident, soiling themselves or due to a diagnosed medical condition. Staff will always encourage children to attempt undressing and dressing unaided. If staff are concerned in any way parents will be sent for and asked to assist their child. Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

### 2.2 Providing comfort or support

Children may seek physical comfort from staff (particularly children in Early Years). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and in the presence of another adult. When comforting a child or giving reassurance, the member of staff must ensure that at no time can the act be considered 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. If a child requires physical comfort from a member of staff, this should always be in the presence of another member of staff or adult.

### 2.3 Medical Care

Pupils requiring short term and long term medical care involving intimate care, will receive this care in line with the child's 'Care Plan'. Once a child has been diagnosed, the content of any 'Care Plan' will be discussed and agreed with the relevant medical body. Parents as a first option will be asked to provide medical procedures that involve intimate care. If this is not possible, the school will seek the necessary advice from the school nurse in the first instance.

If it is possible for the staff of the school to provide the level of medical care required, the staff member/s will receive the appropriate training. Written permission must be received from the person with parental responsibility before a medical procedure can be carried out.

### 2.4 Soiling

Staff will use common sense when tending to a child who has soiled themselves during the school day. Parents of pupils are asked to send into school, in a labelled bag containing clean underwear for their child. If a child's underwear is changed due to a soiling incident the child will be asked to

change their underwear in private and carry out the act themselves as much as they possibly can. Parents will be informed either during or at the end of the day. If a child has a medical condition which is likely to lead to soiling and subsequent regular staff intervention, the parents will be asked to sign a permission form and complete a care plan (appendix 1) so that staff can clean and change the child if necessary.

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 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 or emergency contact cannot attend, the school seeks to gain verbal consent from parents 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 and an apron if necessary;
- 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 a minimum in order possible to carry out the necessary cleaning;
- privacy is given appropriate to the child's age and the situation;
- 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.

## **2.5 Puberty**

The school PSHCE and Sex Education curriculum educates children from Reception about differences and changes in the body and puberty. This is taught more explicitly in Year's 5 and 6. The school expects parents to inform a chosen member of staff of these changes. Selected staff will work closely with the parents and children, and ensure respect and dignity at all times. Facilities are available for pupils and support will be given to younger pupils if required.

## **3.1 Hygiene**

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves. These are stored in the first aid box.

## **4.1 Protection for staff**

Intimate care is something that school staff are familiar with, it is not unusual for staff to support children of all ages with any intimate care needs. Members of staff are given the choice as to whether they are prepared to provide intimate care to pupils. 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, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable;
- allow the child a choice in the sequence of care;
- be aware of and responsive to the child's reactions.

#### **4.2 Safeguards for children**

All staff at Uley Primary School must have DBS clearance before working in the school. Children's rights to privacy will always be respected when dealing with intimate care issues.

If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc s/he will immediately report concerns to the Designated Safeguarding Leads Mrs Zoe Mandeville, Miss Abby Spain or Mrs Debbie Brazier.

Please refer to Safeguarding Policy

#### **5.1 Review**

This policy will be reviewed every two years or as relevant guidance (including Safeguarding and Child Protection Procedures) dictates to ensure that it is fit for purpose.

Pupil's name	DOB	School
Reasons for the plan, including diagnosis (the school should have a copy of the diagnosis from the health professionals for reference)		
Details of assistance required:		
What?	When?	
Lead Professional who has responsibility for intimate care in school <i>e.g. Headteacher, SENCO.</i>	Who will liaise with parents and how often?	
Other agencies involved i.e. school nurse, GP Paediatrician:	<i>e.g. Home / school diary</i>	
	<i>Phone</i>	
Who will support the child?		
Regular – 1)	Back up – 1)	
2)	2)	
<b>Facilities and equipment:</b>		
Location of toilet :		
Any adaptations required?		
Any equipment required to be listed?		

If toilet training programme list details.	
Who is responsible to ensure that supplies are ordered or available?	Outline disposal.
<p><b>Training Requirements</b></p> <ul style="list-style-type: none"> <li>• Intimate care</li> <li>• Safeguarding</li> <li>• Specific individual training</li> <li>• Risk assessments</li> </ul> <p>List staff that will be trained to deliver Intimate care and dates of training.</p>	Curriculum implications <i>e.g. PE, Out of school activities, swimming.</i>
How will the plan be monitored and who by?	<p>This plan was completed by</p> <p>Date</p> <p>Date for Review</p>
Are any other agencies involved? Who?	List cover arrangements if staff are off school.

This plan has been agreed by:			
Designation	Name	Signature	Date
Parent/carer			
Headteacher			
SENCO			
Teaching assistants			
Outreach			

## Uley C of E Primary School

### Consent for Intimate Care

Our policy says:

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.
- assisting with ***puberty***

If a child requires intimate care while they are at school it is important that measures are taken to support them, have them changed (and if necessary cleaned) as quickly as possible.

Our staff are experienced at carrying out these tasks if you wish them to do so or, if you prefer, the school can contact you or your emergency contact who will be asked to attend without delay.

Uley C of E Primary School has an Intimate Care Policy which is available to view on our website or ask for a copy at the main desk.

Please fill out the consent slip below stating your preference, and return to school.

.....

Name of Child.....

Please delete as appropriate:

\*I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of Uley C of E Primary School.

OR

\*I do not give consent for my child to be changed and cleaned if they wet/soil themselves.

The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to support the child as part of the basic duty of care.

Signature of Parent/Carer.....

Date.....