



Respect Responsibility Relationships

Hollydale School Intimate Care Policy

Updated: October 2017:

Review Date: October 2018

Intimate Care Policy

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.

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

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- 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 carried out
- To ensure parents / carers are consulted in the intimate care of their children
- To ensure children are treated with sensitivity and respect

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. Where they can't do this themselves staff will help them to do it.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in 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 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

If it is necessary for a child to receive medicine during the school day parents must 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. The school is not required to administer medicines but agrees to do so as a service to families. This facility can be withdrawn.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be 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). School staff are also responsible for making sure that anyone in school is safe. Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be put in place to ensure that any medication that a pupil might need in an emergency is readily available.

Soiling (this includes wetting)

Intimate care for soiling should only be provided to a child after the parents have given permission for staff to clean and change the child. (*appendix 2*) A consent form should be completed and kept in the file with the Intimate Care log in the first aid **room for any pupils with known soiling problems.**

At Hollydale, the class TA should assist if a child soils themselves – they should always ask a second member of staff to support with this process. If this member of staff is not available to assist, then the matter will be referred to the Senior Leadership Team, who will instruct on who will provide the intimate care.

If a parent has not given prior consent, the school will contact the parents or other emergency contacts giving specific details about the necessity for cleaning the child. If the parents / carers or emergency contacts are 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 to be left on their own whilst waiting for a parent to arrive and change them. A member of staff 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 will seek 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 (unless prior permission has been given for a child with known soiling problems).

If the parents and emergency contacts cannot be contacted a member of the Senior Leadership Team will be consulted and the child will be changed. The matter may then be reported to the appropriate authorities as a welfare concern.

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 **wetting** occurs, children are to change their own underwear for a fresh pair, with prompting/supervision from two adults if necessary. For occurrences of wetting, the class teacher or TA will inform the parent at the end of the school day. It will also be recorded in the intimate care log (appendix 1) in the first aid room.

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

Hygiene

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

Spare clothes

Parents / Carers of children with a known soiling problem are required to provide and maintain an adequate (2 full changes) supply of spare clothes including underwear and socks to the school. Parents who consistently fail in their duty of care to their children in this respect may be reported to the appropriate authorities.

For other children, spare clothes are kept in the first aid room.

There is also a supply of wet wipes and kitchen roll in this cupboard which is kept topped up by the caretaker.

Where to change the child

Reception staff use the first aid room which has a sink. Other staff should use the adult toilet as this also has a sink. All materials used in the process of cleaning together with the gloves must be bagged and disposed of in the clinical yellow waste bin located in the First Aid Room.

If soiling occurs on a school trip then staff must use their common sense in the situation and adopt safe and appropriate measure to effect changing in a dignified manner.

Safeguards for staff

Members of staff need to have regard to the danger of false allegations being made against them and take precautions to avoid this risk. These must include:

- Gaining a verbal agreement from another member of staff that the action being undertaken is necessary
- Being aware of and sensitive to the child's reactions
- Recording any soiling incidents of changing / cleaning children in the Intimate Care Log, which is kept in the first aid room. (*appendix 1*)

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 Hollydale Primary School are CRB checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The CRB'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 be involved in carrying out intimate care procedures.

This Policy will be reviewed every 2 years or earlier if necessary.

Adopted: October 2015

Reviewed: October 2017

Next review: October 2019



APPENDIX TWO:

Permission form for the provision of intimate care

If a child soils themselves while they are at school it is important that measures are taken to have them cleaned and changed as quickly as possible.

In the event that your child soils themselves while at school or on a trip there are two possibilities:

1. You have signed this form and given us prior permission to change your child in which case we will do so. You will be informed at the end of the day.
2. You prefer to change them yourself in which case you must be contactable throughout the school day and be within 30 minutes travel from the school.

Note: If you choose Option 2 and are not contactable in the event of a soiling incident we will have to proceed to change your child anyway to minimise their distress.

If you do not return this slip completed then your consent will be assumed.

Please fill out the permission slip below stating your preference and return it to the school.

A full copy of the Intimate Care Policy is available for viewing on the Policies Page of the primary school website.

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Name _____ of _____ child
.....
Class

Please delete as appropriate

Tick which option you are choosing

Option 1 Please go ahead and change my child if they are soiled.

Option 2 In the event of soiling, I wish to do the changing and will always be contactable and within 30 minutes of the school within school hours. (NB. In the case of school trips this would include the location of your child on the trip