

# Earlsmead Primary School

## Intimate Care Policy



*SUCCESS for ALL*

Written by	J. Stangroom
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## **MISSION STATEMENT**

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life- long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

## **OUR VISION**

Working in partnership with children, parents, staff and Governors as a community we will achieve *Success for All*, through:

*Securing resilience*

*Understanding values and respecting others*

*Committing to our learning*

*Community involvement*

*Equality for all*

*Striving to do our very best*

*Setting high expectations*

Earlsmead is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Earlsmead recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. Every child's right to privacy will be respected.

### **Definition of Intimate Care**

Intimate care is any care which involves washing, touching, changing or carrying out an invasive procedure that children are not developmentally able to do independently, for example:

- Dressing;
- Changing soiled or wet clothes;
- Changing a nappy or pull up;
- Toileting;
- Washing;
- Application of topical medicine (e.g. sun creams, eczema creams)

We recognise that a child's stage of development may mean they are not fully toilet trained and that in some cases a nappy will need to be changed whilst at school.

### **Principles of Intimate Care**

The following are the fundamental principles of Every Child Matters and will be adhered to in the intimate care upon which our policy guidelines are based:

- Every child has the right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have such views taken into account;
- Every child has the right to have levels of intimate care that are appropriate and consistent;
- All staff working with children hold up-to-date DBS checks. Only those members of staff who are familiar with the intimate care policy and other pastoral care policies of the school are involved in the intimate care of children. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Earlsmead work in partnership with parents/carers to provide continuity of care to children wherever possible. Earlsmead is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.
- The management of children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all

times; the child's welfare and dignity is of paramount importance. The child will be supported to achieve the highest levels of autonomy that is possible, given their age and stage of development. Staff will encourage each child to do as much for themselves as they can.

- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted or changed. Where possible, one child will be cared for by one adult, with another adult in the vicinity to protect both the child and the member of staff.
- If a child has a continuing need for intimate care, for example, they are in a nappy, arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parents/carers will provide nappies or pull ups, wipes, nappy sacks and a changing mat (where appropriate). The school will provide gloves and disposable aprons for staff.
- A child who has long term incontinences may require specially adapted facilities but the dignity and privacy of the child should be of paramount concern.
- Children with additional needs have the same rights to privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or a learning difficulty must be considered with regard to individual teaching and care plans for each child. Agreements between the child (as appropriate) and those with parental responsibility, and the organisation should be easily understood and recorded on the School Intimate Care record book, kept in Welfare.
- When a child requires intimate care, the members of staff caring for the child will notify another member of staff of the task being undertaken, and it will then be recorded in the "School Intimate Care" folder, which is located in the Welfare bathroom. Wherever possible the same child will not be cared for by the same adult on a regular basis. All designated members of staff should be known to the child and will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing. Due to the ratio of female to male staff, intimate care will usually be provided by a female member of staff, with another staff member for Safeguarding.
- All staff engaged in the care and education of children need to exercise caution in the use of physical contact. The expectation is that staff will in "limited touch" cultures and that when physical contact is made with pupils

this will be in response to the pupil's needs at the time, it will be of limited duration and it will be appropriate given their age and stage of development.

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's methods and level of communication, and their level of English language. Depending on their maturity and levels of stress children may communicate using different methods – words, signs, symbols, body movements, pointing etc. To ensure effective communication:

- Make eye-contact at the child's level;
- Use simple language/ symbols and repeat if necessary;
- Wait for response;
- Continue to explain to the child what is happening even if there is no response;
- Treat the child as an individual, with dignity and respect.

If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc, she/he will immediately report concerns to a member of the Safeguarding team. A clear record of the concern will be completed on CPOMS and referred on if necessary.

## **Responsibilities for Intimate Care**

### ***Management responsibilities:***

- To ensure that staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid/child protection procedures; and other aspects of intimate care.
- To keep a record of training undertaken by staff and to ensure that refresher and updating training is provided when required.
- To provide an induction programme for all new staff to ensure they are familiar with the school's Intimate Care Policy and relevant protocols.

### ***Staff responsibilities:***

- Staff must be familiar with the Intimate Care policy and procedures.
- Staff must adhere to health and safety, and intimate and personal care policies and procedures, and must report and health and safety concerns to management within the school.
- Designated staff will liaise with parents/carers as appropriate and other appropriate services over the development and implementation of the agreed intimate care protocol.

- Parent/carers will fill out an 'Intimate Care Plan Form' which tells staff what the child will need support doing. Each form is located in the 'Intimate Care Plan' folder in the Welfare bathroom.
- Designated staff will liaise with other professionals regarding specific aspects of intimate care if appropriate.
- Staff will be supported to adopt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Wherever possible, staff who are involved in the intimate care of children will not be involved in delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff the matter will be looked into and outcomes recorded. Parents/ carers will be contacted at the earliest opportunity as part of the process and the child's needs will remain paramount.
- Staff are to record times and dates of when Intimate Care has been carried out.

## **Earlsmead's Intimate Care Procedures**

### **Procedure for dressing and undressing pupils**

#### ***Ensure privacy before procedure***

1. Ensure you are wearing disposable gloves;
2. Remove clothing from lower body first, encouraging the child to do it independently, providing help or assistance when needed;
3. Encourage the child to wash/ clean themselves as required, offering support as necessary;
4. Ensure lower regions are covered before removing garments from upper body (if necessary);
5. Give the child the clean clothes;
6. Encourage the child to dress themselves. Provide help and assistance as appropriate/ required;
7. Put the wet or soiled clothes in a plastic bag and ensure the child takes them home at the end of the session. Inform parents in person where possible, or include a note in the bag to let parents know why the child has been changed.

8. Encourage child to wash their hands;
9. Remove gloves and wash your hands;
10. Record the care given in the Intimate Care Record Book.

**Procedure for changing nappies**

***Ensure privacy before procedure***

1. Ensure you are wearing disposable gloves and a disposable apron;
2. Remove clothing from lower body first, encouraging the child to do it independently, providing help or assistance when needed;
3. Take off the nappy and put it in a nappy sack or plastic bag;
4. Wipe away soil using wipes provided. It may be possible to encourage the child to do this for themselves;
5. Ensure the skin is clean and dry;
6. Put on a clean nappy (using a changing mat) or pull-up (whilst child is standing. Check that it fits snugly around the waist and legs.
7. Encourage the child to dress themselves. Provide help and assistance as appropriate/ required;
8. Encourage child to wash their hands;
9. Dispose of the nappy using the bin provided. Ensure it is in a nappy sack or plastic bag.
10. Remove gloves and wash your hands;
11. Record the care given in the Intimate Care Record Book and inform parents as required.

Earlsmead Record of Intimate Care

Child's name:.....

Date of Birth:.....

Class:.....

Staff Member:.....

Date	Time	Procedure	Staff signature	Second staff signature
