



The Federation of St Joseph's and St Thomas More Roman Catholic  
Voluntary Aided Primary Schools



# Intimate Care Policy

Agreed:

Date: October 2020

Review Date: Autumn 2022

*Live fully, act justly.*

## School Aims

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment.
- Continually encourage achievement in all aspects of school life.
- Motivate all children with a broad and challenging curriculum.
- Treat everyone with honesty and respect.
- Ensure opportunities for all.

## 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 of 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. 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 persons' right to privacy and dignity is maintained at all times.

## 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.
- Supporting Dressing/Undressing
- Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in the Reception year. 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 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.

### Medical Procedures (See Supporting Pupils with Medical Conditions Policy)

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.

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 Headteacher 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 are kept in a secure place (a locked First Aid cabinet in the staff room), which is not accessible to

pupils but when needed arrangements would be put in place to ensure that any medication that a pupil might need in an emergency is readily available.

## Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child as part of their intimate care plan.

If a parent has not given consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. In an isolated emergency verbal permission may be given by telephone.

If the parents/carers or emergency contact does not give verbal permission they will be asked to attend school to support the child. While waiting, 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/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 Headteacher 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, apron and mask 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, aprons and mask.

## 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, 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.

## 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 St Joseph's and St Thomas More Primary Schools are DBS checked on application and cannot undertake tasks within The Federation of St Joseph's, Gilesgate and St Thomas More Primary Schools 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.

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.

## Monitoring and Review

This policy was reviewed in October 2020. It is monitored by the governing body, and will be reviewed annually, or earlier if necessary.

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.

## Intimate Care Plan

Name of Child:		
D.O.B		
School Year:		
Date:		
Review Date		
Signed		Parents
Signed		Lead Teacher
Signed		SENCo
Signed		Head Teacher

Care Details
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Resource	Provided by
Storage drawers (to remain in adapted toilet)	School
Pull up nappies (to be stored in school and replaced when necessary.)	Parents
Wipes (to be stored in school and replaced when necessary.)	Parents
Nappy disposal bags (to be stored in school and replaced when necessary.)	Parents
Disposable aprons, masks and gloves (stored in drawers)	School
Change mat for floor area (stored in drawers)	School
Sanitising wipes if necessary for floor etc (stored in drawers)	School

Spare clothes (to be brought to school each day)	Parents
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## Risk Assessment

Activity / Process / Operation	What are the hazards to health and safety?	What risks do they pose, and to whom?	Risk Level H / M / L	What precautions have been taken to reduce the risk?	Risk Level Achieved H / M / L	What further action is needed to reduce the risk?
Managing children with continence difficulties	Health risks.	Staff and pupil: infection, diarrhoea and vomiting	M	Disposable apron and gloves provided and used by staff. Good hygiene practice observed (washing exposed skin, etc). Staff aware of health/ infection risks. Intimate care plan in place.	L	Work in partnership with parents and child. Follow intimate care plan and update as and when required
	Manual Handling	Major / minor injury to staff and pupil	M	Intimate care plan in place. Staff trained as necessary to lift, carry.	M	Follow intimate care plan and update as and when required
	Child Protection	Allegations of abuse against staff	M	Staff trained and aware of good practice. Staff DBS checked. Liaison with parents to understand procedure using intimate care plan.	L	
	Inadequate Training	Health and safety risks to pupils and staff		Staff are aware of good hygiene practice. Suitable changing arrangements are in place	L	
	Trips / slips / falls	Major / minor injury	M	Spillage of urine and faeces dealt with promptly	L	Spillage kit kept available.

		to staff and pupils		and appropriately. Close liaison with parents to eliminate the problem by using intimate care plan		Intimate care plan updated.
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