

## Thongsley Fields Primary and Nursery School Policy for Intimate Care

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.

### **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
- \*Assisting a pupil with their toileting needs e.g. wiping themselves to ensure they are clean
- \*Any other form of personal care that most people usually carry out for themselves

### **Supporting dressing/undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided and support verbally rather than physically whenever possible.

### **Providing comfort or support**

Children may seek physical comfort from staff (particularly younger children). 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 First Aid Policy)**

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the Assistant Head and discuss their child's needs with a designated member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

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 is paid to the safe storage, handling and disposal of medicines.

When a child's medication requires training to be administered, school will arrange for this training to happen at the earliest convenience in liaison with the school nursing team.

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 in place to ensure that any medication that a pupil might need in an emergency is readily available.

## **Soiling**

Intimate care for soiling will be given without consent should a child need such support on an irregular basis (this is more likely to be the case for the younger children in the school who are newer to toilet training).

A care plan will be written if there is a long term concern or medical need surrounding a child and soiling. The plan will be written in consultation with parent/carers and where necessary, the school nurse or other external professionals.

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/carers 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/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 a 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

- \*Soiled clothing is put in a plastic bag, unwashed, and sent home with the child, adults will be as discrete as possible regarding this to avoid upsetting 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.

## **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 and will be happening
- \*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**

All staff at Thongsley Fields Primary and Nursery School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The aim of the DBS 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.

Cambridgeshire LSCB safeguarding Interagency Procedures for Education will be adhered to alongside the school's policy and procedures.

All children/young people will be taught personal safety skills relative to their age, ability and understanding. These skills will be shared with parents/carers to enable them to be consolidated within the home/community.

If a member of staff has any concerns about physical or behavioural changes in a child/young person's presentation e.g. marks, bruises, soreness or reluctance to go to certain places/people etc. S/he will immediately pass their concerns to the designated person for child protection in their school/setting.

If a child/young person is displaying inappropriate sexual behaviour advice should be sought from the appropriate source e.g. Designated Person for Child Protection, Social Care, Education Child Protection Service, Cambridgeshire Sexual Behaviour Service).

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 in order to reach a resolution. Staffing schedules will be altered until the issue/s are resolved so that the child/young person needs remain paramount. Further advice, following the Interagency Procedures will be taken from outside agencies as necessary.

If a child makes an allegation against a member of staff the procedures for Allegations Against Staff, the Safeguarding and Inter-Agency Procedures will be followed. All staff will be required to confirm that they have read the Cambridgeshire Model Policy and Guidance for Intimate Care and be aware of the need to refer to other policies the school have in place for clarification of practices and procedures.

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.

Agreed and Adopted by the full governing body on 9<sup>th</sup> June 2015