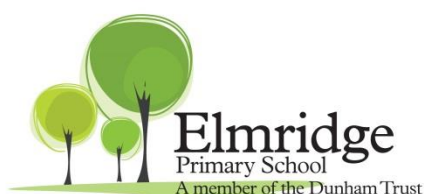


# ELMRIDGE PRIMARY SCHOOL



*Learning through success*

## INTIMATE CARE POLICY

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
1.7.13	1.0	Created at Elmridge as Acre Hall joined The Dunham Trust – circulated and approved by LGB and SLT	V. Mohammed
2.7.14	1.1	Updated by SLT and approved by governors	M. Edmundson
2.7.15	1.2	Updated by SLT	M. Edmundson
1.10.15	1.3	Policy completed revised in light of new requirements – put forward to LGB for approval	M. Edmundson

This policy will be reviewed every 12 months in light of local and Government legislation.

## **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 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 Early Years and Nursery. 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 Nursery and 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 Policy on Medicines)**

If it is necessary for a child to receive medicine during the school day parents should come into school to administer the medicine.

Under exceptional circumstances parents may give written permission for a member of staff to administer medicine to a child. This must be purely voluntary on the part of the member of staff and this arrangement must have been agreed upon by the Executive Principal.

Staff will give a pupil access to their inhaler when and if necessary (see asthma policy)

### **Soiling**

Intimate care for soiling should only be given to a child after the parents have been contacted and indicated that they are unavailable to come and collect the child in a reasonable amount of time. This permission is usually attained via a telephone call 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 to take the child home for changing, 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 the parents and emergency contacts cannot be contacted the Executive/Head of School will be consulted. If put into 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

## **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
- 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 at Elmridge Primary School are CRB/DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The CRB/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.

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 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.