



Fairway
Primary
School

Intimate Care Policy

Member of staff responsible:	Alison White
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To be reviewed:	EVERY THREE YEARS
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DEFINITION

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing.

At Fairway Primary School this may occur on a regular basis or during a one-off incident. Fairway Primary School 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.

We recognise that there is a need to treat all our children with respect when intimate care is given.

WHAT QUALIFIES AS INTIMATE CARE?

Intimate care is any care which involves one of the following:

- ❖ Assisting a child to change his/her clothes.
- ❖ Changing or washing a child who has soiled him/herself.
- ❖ Assisting with toileting issues.
- ❖ Supervising a child involved in intimate self-care.
- ❖ Providing first aid assistance.
- ❖ Providing comfort to an upset or distressed child.
- ❖ Feeding a child.
- ❖ Providing oral care to a child.
- ❖ Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. *

(* In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child)

THE PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- ❖ Every child has a 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 their views taken into account;
- ❖ Every child has the right to have levels of intimate care that are appropriate and consistent.

ASSISTING A CHILD TO CHANGE THEIR CLOTHES

On occasions an individual child may require some assistance with changing if, for example, they have had an accident at the toilet, get wet outside, or vomit on their clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

CHANGING A CHILD WHO HAS SOILED THEMSELVES

If a child soils themselves in school a professional judgement will be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing.

In either circumstance the child's needs are paramount and they should be comforted and reassured throughout.

The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- ❖ The child will be given the opportunity to change their underwear in private and carry out this process themselves.
- ❖ School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- ❖ If a child is not able to complete this task unaided, school staff will assist the child. Staff will ensure the child has as much privacy and dignity as possible whilst changing takes place.
- ❖ Staff will ensure the child is happy with who is changing them.
- ❖ Staff will be responsive to any distress shown.
- ❖ Staff will follow hygiene procedures. They will wear protective disposable gloves and seal any soiled clothing in a plastic bag for return to parents/ carers.

CHANGING NAPPIES

Some children may attend Fairway Primary School wearing nappies or pull ups. Staff will, where necessary assist a child/change a nappy. Nappies will be changed in an appropriate place, usually the classroom toilet.

The member of staff changing a nappy will always inform another member of staff that they are changing a child and the door to the toilet will remain open. Parents/carers are asked to provide nappies, wipes and nappy sacks which should be kept in a named bag on the child's peg. The school does also keep a small stock of wipes. The soiled nappy will be placed in nappy sack and put in the nappy bin in the disabled toilet.

Parents/ carers will be informed if a nappy has been changed. Staff should wear disposable gloves whilst changing a nappy. The changing area and mat should be cleaned after use. Hands

SUPPORTING A CHILD TO APPLY SUN CREAM

During spells of hot weather it will be necessary that a child wears sun cream to protect themselves from sunburn. It is expected that children will have had sun cream applied in the morning before school. A named bottle of sun cream can be left in school for re-application on particularly hot days. Your child will be expected to apply this to themselves. There are occasions when a child may find this more difficult (particularly in the Early Years).

In this circumstance staff will assist your child by using a hand over hand approach to support your child with applying and rubbing in their sun cream. If a child has individual needs that would prevent them being independent in any way then the application of sun cream or other creams will be written into an individual care plan.

ASSISTING A CHILD WHO REQUIRES A SPECIFIC MEDICAL PROCEDURE AND WHO IS NOT ABLE TO CARRY THIS OUT UNAIDED

Our Supporting Children with Medical Needs Policy, and the Management of Medicines Policy outline arrangements for the management of the majority of medications in school. Parent/carer permission must be given before any medication is dispensed in school.

A small number of children who have significant medical needs will have an Individual 'Care Plan'. If required, school staff will receive appropriate training.

PROTECTING CHILDREN

1. All staff at Fairway Primary School receive regular Safeguarding and Child Protection training and have read the Safeguarding and Child Protection Policy. All staff adhere to the procedures and guidelines set out in this policy. The school's child protection procedures will be adhered to.
2. From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.
3. Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.
4. If a member of staff, while supporting intimate care, is concerned about any physical changes to a child, such as marks, bruises, or soreness etc, they will inform the Designated Safeguarding Lead immediately. The Safeguarding policy will then be implemented. A clear written record of the concern will be completed and a referral made to Children's Services Social Care if appropriate, in accordance with the school's child protection procedures. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made but this should only be done where such discussion and agreement-seeking will not place the child at increased risk of suffering significant harm.
5. If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or DSL/Headteacher. The matter will be investigated at an appropriate level (usually the Headteacher) and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a resolution. Staffing schedules will be altered until the issue/s is/are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.
6. If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the DSL/Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It should not be discussed with any other members of staff or the member of staff the allegation relates to.
7. Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.