

Welton St. Mary's Church of England Primary Academy



Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.' Romans 15:13

Wisdom Hope Community Dignity

Together we care, learn and thrive

Intimate Care Policy

Approved July 2024

Welton St Mary's CE Primary Academy Intimate Care Policy

This policy represents the agreed principles for intimate care throughout the school. This policy has been through consultation with staff and parents and has been agreed by all staff and governors within the school.

Our School Aims and Values

- To provide a stimulating and secure environment in which the whole school community can thrive
- To develop skills, attitudes and understanding which will be required in adult life
- To develop self-esteem, self-confidence, mutual respect and a caring attitude throughout the school community
- To develop the partnership between parents, governors, teaching and non-teaching staff for the benefit of the children
- To provide all children with equal access to a broad balanced and relevant curriculum so that each child may achieve the highest standard academically, physically, morally, socially and spiritually
- To promote and develop Christian attitudes throughout the school which will enable children to make informed decisions and become aware and be tolerant of other cultures and religions
- To help children to understand the traditions of the school, recognise that they are an integral part of a wider community and have responsibilities towards it

Introduction

Intimate personal care includes hands on physical care in personal hygiene and physical presence or observation during such activities. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

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 tasks can include the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- body bathing other than to arms, face and legs below the knee
- toileting, wiping and care in the genital and anal areas
- application of medical treatment , other than to arms, face and legs below the knee
- supporting with the changing of sanitary protection

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided. There will always be 2 members of staff present if this is needed.

Providing comfort or support.

Where children require physical support, staff need to be aware that physical contact must be child initiated and kept to a minimum.

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.

Soiling

Intimate care for soiling should only be given to a child after the parents have given written permission for staff to clean and change the child in line with our school policy.

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 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.

Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

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:

- A second adult will be present
- The cleaning and changing should be done in a place that provides privacy – but not in a completely isolated location.
- 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 disposed of appropriately.
- 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.

Intimate Care Plans

If it appears that a child will require intimate care regularly a care plan will be developed with the child's parents / carers (and if appropriate the child him/herself). The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

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.

Wherever possible the same child will be cared for by a range of adults; ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Changing Facilities

The dignity and privacy of the child should be of paramount concern. At Welton St. Mary's C.E. Primary Academy we will use a toilet to change any pupils. There are toilets for girls and boys in every area of school as well as two disabled toilets. When using a toilet for changing a child, it needs to be made private from other children using this facility for the duration of changing the pupil. A changing mat will be used on the floor when a child is changed. We have borrowed a changing table from St Francis school for any child who still needs to have their nappies and pull ups changed. Two staff members will also support when a child needs changing.

Hygiene

Staff should always wear gloves when dealing with a child who is bleeding or soiled. They must be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.

Protection for staff

Any member of staff may provide intimate care, provided it does not require unusual procedures or techniques (e.g. lifts or hoists). **Volunteers are not to provide intimate care in any way.**

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

All staff at Welton St. Mary's Primary Academy are DBS checked.

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.

Help and advice

If parents / carers are concerned about a child's toileting needs – they should in the first instance be directed to their GP. The school nurse service can also be accessed to support families with toileting issues.

COVID-19 Protective measures

Any member of staff who is working within 2m of a child must follow the government guidelines. They must wear an apron, face mask and visor and gloves.

These items must be placed in a bin bag, the bin bag tied up and disposed of in general waste.

Appendix

1. Risk assessment for intimate care
2. Permission from parents/carers to provide intimate care
3. Toilet management Care plan
4. Intimate care record

Linked Policies

- The school's child protection policy
- Health and Safety policy and procedures
- Policy for the administration of medicines
- Special Educational Needs policy
- Staff code of conduct and handbook



Appendix 1

Welton St. Marys C.E. Primary Academy
Risk Assessment for intimate care

Child's Name:

Date of Risk Assessment :

1. Does weight /size/ shape of pupil present a risk?	
2. Does communication present a risk?	
3. Does comprehension present a risk?	
4. Is there a history of child protection concerns?	
5. Are there any medical considerations? Including pain /discomfort?	
6. Have there ever been allegations made by the child or family?	
7. Does moving and handling present a risk?	
8. Does behaviour present a risk?	
9. Is staff capability a risk? (back injury / pregnancy)	
10. Are there any risks concerning individual capability (Pupil) General Fragility Fragile bones Head control Epilepsy Other	
11. Are there any environmental risks? Heat/ Cold	

If Yes to any of the above complete a detailed personal care plan.

Signed:

Name:

Date:



Appendix 2

Welton St. Marys C.E. Primary Academy

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Child's Name	
Girl/boy	
Date of Birth	
Parent/Carers name(s)	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing, and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care

Name :

Signature :

Relationship to child (you MUST have legal parental responsibility):

Date :



Appendix 3

Welton St. Marys C.E. Primary Academy
Toilet Management Care Plan

Child's Name:

Class:

Date of Record:

Review Date:

Area of Need	
Equipment required/by whom	
Location of suitable toilet facilities	
Name of Staff Involved	
Support required	Frequency of support

Working towards Independence

School will	Parents will	Child will try to	Target achieved (date)

Signed: _____ Parents/ Carers

Signed: _____ Member of Staff

Signed: _____ Child (if appropriate)

Appendix 4



Welton St. Marys C.E. Primary Academy
Record for intimate care

Child's Name:

Intimate care plan in place? No / Yes

Date	Time	Procedure	Staff signature	Second signature



Welton St. Marys C.E. Primary Academy
Risk Assessment for intimate care

Child's Name:

Intimate care plan in place? No / Yes

Date	Time	Procedure	Staff signature	Second signature

