

Review March 24

**Intimate Care Policy**

Cambois Primary School

A place where learning is fun and everyone is welcome.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. If should be considered in line with our Child Protection Policy, Health and Safety Policies and Medication Policy.

**Intimate Care Tasks –** covers any task that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Cambois Primary School aims to:

* Safeguard the rights and promote the best interests of the children
* Ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
* Safeguard adults required to operate in sensitive situations
* Raise awareness and provide a clear procedure for intimate care
* Inform parents/carers in how intimate care is administered
* Ensure parents/carers are consulted in the intimate of care of their children

An individual record of each child’s nappy change will be made as a safeguarding precaution.

**Partnership with Parents/Carers**

Staff at Cambois Primary School work in partnership with parents/carers to provide care appropriate to the needs of the individual child. A specific plan will be completed for SENDs children. This will set out:

* What care is required
* Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
* Additional equipment required
* Child’s preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
* Child’s level of ability i.e. what tasks they are able to do by themselves
* acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
* Be regularly monitored and reviewed in accordance with the child’s development

Parents/Carers are asked to supply spare clothes and spare underwear.

In order to achieve our aims we will:

**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.

**Providing comfort or support**

Children may seek physical comfort from staff. 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 discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

**Cleaning a child**

When cleaning a child, staff are always aware of the possibility of invading a child’s privacy and respect the child’s wishes and feelings.

If a child needs to be cleaned, staff 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 are familiar with normal precautions for avoiding infection, and follow basic hygiene procedures, including the use of protective, disposable gloves.

**Protection for staff**

Members of staff are aware of the danger of allegations being made against them and take precautions to avoid this risk. These include:

* Gaining a verbal agreement from another member of staff that the action being taken is necessary
* Allowing the child, wherever possible, to express a preference to choose his/her carer and encouraging them to say if they find a carer to be unacceptable
* Allowing the child a choice in the sequence of care
* Being aware of and responsive to the child's reactions

**Safeguarding**

All staff are DBS checked on application and cannot undertake tasks within the setting until all checks are completed satisfactorily. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

Volunteers do not carry out intimate care procedures.

Staff are trained on the possible signs and symptoms of abuse and have read part 1 of the DfE (2014) guidance ‘Keeping Children Safe in Education’. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Safeguarding Lead immediately. The Safeguarding Policy will then be implemented.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

**Changing nappies**

When changing nappies, you must use the set changing areas and facilities. You must encourage children to participate where possible and sign and date when changed by two adults.

This must be recorded and logged with staff signatures in the nappy log.