

The Baird Primary Academy

Intimate Care Policy

THE BAIRD
PRIMARY
ACADEMY

Implemented October 2015

Intimate Care Policy

RATIONALE

At different ages, stages of development and situations, children may require different types of intimate care from staff. This care should be provided with the utmost sensitivity and professionalism. 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 person's right to privacy and dignity is maintained at all times.

Intimate care can be classed as 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
- Nappy changing
- Supporting access to/use of toilet facilities

AIMS

- To raise awareness and provide a clear procedure for intimate care
- To safeguard and promote the best interests of 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 inform parents/carers of how intimate care is administered

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years (Nursery and Reception). 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 should 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. If the contact is deemed inappropriate, the 'concerns' procedure should be followed. Children should not sit on an adult's lap in school.

Medical procedures (See Policy on Medicines)

Wetting or Soiling

We recognise that wetting or soiling is never easy to deal with, however staff should consider the fact that for all children, having an accident is unpleasant and often something that the child will be ashamed of. They may, therefore, try to hide this from staff. Everyone needs to be extremely sensitive when dealing with these situations.

In the Nursery: Parents who have children in the Nursery will have given verbal permission on the Home Visit so that the Early Years staff can clean and change their child, in the event of the child wetting or soiling themselves. Information relating to use of the toilet and changing is provided to Nursery parents at the end of each session. A log is kept for any full change of clothing required and regular nappy changing.

Use of Pull-Ups/Toilet Training

- Parents/carers are expected to provide their own child with an appropriate amount of spare pull-ups and spare clothing, in a named bag.
- The keyperson will discuss the vocabulary familiar to each child, relating to toileting with their parent/carer.
- A familiar adult, usually the child's keyperson, will support the child in using the toilet and/or changing, as required.
- Soiled pull-ups will be bagged and disposed of in the nappy bins
- Wet/soiled clothing will be double-bagged, unwashed, to go home

In other classes: Where possible, if a child requires intimate care in the form of cleaning and changing, parents/carers will be notified and verbal consent gained. If the parents/carers, or other family contact, is close by and able to come to provide the care within a few minutes, a member of staff will wait with the child until they arrive, giving comfort and reassurance, in a space away from the other children to preserve dignity. The child will be dressed at all times and never left partially clothed.

If the parents/carers and emergency contacts cannot be contacted the Principal/Vice Principal will be consulted to authorise the care procedure to take place to aid the child. A child will never be left in a situation that puts them at risk for physical or emotional harm. Staff will continue to try to make contact with parents/carers to advise them of the situation.

When supporting 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. We will ensure that a child's need for privacy and dignity is respected at all times and that for safeguarding purposes the following points are adhered to:

Practicalities	Emotional support for the Child
Protective gloves are worn and hands are washed thoroughly afterwards. In addition, staff should ensure that the child washes their hands thoroughly with soap and hot water.	A member of the class team, who is known to the child, should be responsible for supporting the child with changing.
All spills of vomit, blood or excrement are wiped up and flushed down the toilet or placed in a yellow bag.	The procedure is discussed in a friendly and reassuring way with the child throughout the process.
Soiled clothing is double-bagged, unwashed, and sent home with the child.	Staff must ensure that they reassure the child at all times that this is an accident and that there is nothing to be worried or ashamed about. Under no circumstances should staff shout or use a cross voice to the child.
Wipes from the First Aid area may be used for the child to clean themselves.	The child is encouraged to care for him/herself as far as possible, the adults role is to assist.
Where possible, appropriate spare clothes should be identified for the child. If these are unavailable, the parent should be contacted to bring clothes to the school. Until the arrival of these clothes, the child could wear their PE kit if spare clothes are not available.	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 - use of first aid room or disabled toilet.	

Some children do have clear medical needs which mean that they are unaware of soiling. Therefore it is good practice for staff to remind children when to go to the toilet and to praise them when this is carried out. For children who regularly wet or soil themselves, Class

Teachers should speak to parents to ensure that a spare bag of clothes is available in school at all times. In addition, it may be that further conversations should be had with the Inclusion Team regarding the involvement of the School Nurse. Children with ongoing medical need will have a Healthcare Plan in place.

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
- Ensure the consent element of the policy has been actioned (parents or senior leader)
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

There are no regulations which state that a second member of staff has to be present, however this guidance is in place to safeguard staff and therefore where possible, a second member of staff should be in the near vicinity as the changing takes place. This second adult should not stand over the child watching what the adult or child do but may be discreetly in the background.

It is not appropriate for volunteers, students or parent helpers to carry out intimate care procedures.

Sanitary Provision

We understand the need for thorough PSHEe and SRE to ensure that our pupils understand the changes that their bodies face during puberty. For this reason, our PSHEe curriculum is progressive and our pupils will be educated about menstruation within Year 5 and 6 (or where necessary) to enable them to understand how to keep themselves hygienic at this time.

Class teachers set up worry boxes which are present in each class and offer the pupils the opportunity to talk to their teacher about sensitive subjects in a confidential manner. In addition, class teachers speak to all pupils within Year 5 and 6 at the start of the year to encourage them to be respectful and to notify them of the procedures to follow.

Parents and carers are responsible for providing appropriate sanitary provision for their child and for making the class teacher aware of the pupil's emerging needs. Class teachers do however keep spare items and are available at playtimes and lunchtimes to liaise and support any key individuals who may have concerns.

Within Year 6 our pupils are educated about the type of sanitary provision that is available to them and the disposal of this. We ask that pupils who need to dispose of sanitary items do so in the toilet within the disabled toilet within the designated bin.

This policy will be reviewed annually by the Vice Principal.

Ms. Tsai Tenn, Principal, The Baird Primary Academy

This policy was implemented on 8th October 2015

Signed (chair of governors)

A handwritten signature in black ink, appearing to read 'Johnnie Jones', written in a cursive style.

Reviewed