

## Haresfield C of E Primary School

### INTIMATE CARE POLICY

#### **School Vision**

At Haresfield Church of England Primary School we want everyone to know that they are unique, special and worthy in the sight of God and to "Aim High". To be the very best that they can be.

We strive to achieve this through our Christian values rooted curriculum. By working together to learn what God wants for each of us, we offer an ambitious, creative curriculum in which we help each child to flourish and grow. We endeavour to provide the children in our care with a passion for learning and to appreciate the wonder of our world. When they leave our school our aim is to ensure they have the key skills ready to cope with life at whatever level they are. The school is supported by an effective partnership with parents and the community.

#### **Introduction**

The intimate care policy at Haresfield Primary School is committed to ensuring that all staff responsible for the intimate care of the children will undertake their duties in a professional manner at all times. Procedures have been adopted with referral to DfE Guidance including Keeping children safe in education (2020) and Working together to safeguard children (2018). We recognise there is a need to treat all children with respect; no child should be attended to in a way that causes stress or pain and instead this time is used to create opportunities for children's Personal, Social and Emotional Development.

#### **Contents of policy**

- 1) What is intimate care?
- 2) Who will undertake Intimate Care?
- 3) Where will the Intimate Care take place?
- 4) What safeguarding guidance will be followed?
- 5) What is the procedure for changing a child?

##### **1) What is intimate care?**

Working with young children will often require adults to be involved in duties which require intimate care of children. Staff have been placed in a position of great trust and will be expected to carry out this sort of procedure whilst children are in our care. Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including toileting, washing and dressing. Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be a high level of awareness of child protection issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

This policy has been written alongside our child protection policy and procedures booklet, which should also be referred to as required

## 2) Who will undertake Intimate Care?

- Intimate care is only to be carried out by named staff and not visitors, volunteers or parents/carers other than the child's own.
- In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However this is not always possible, so another member of staff may need to carry out the procedure.
- As we do not allow people other than staff members to change children, the child will know who is changing them and will have seen them before.
- The experience is made as pleasant for the child as possible by ensuring that they are spoken to at all times, provided with as many opportunities to be independent and praised for this. This can be used as an opportunity to chat/count/sing songs with the child about their learning experiences that day.

## 3) Where will the Intimate Care take place?

- Intimate care will usually take place in the staff toilet which are private enough to respect the child's dignity but also allow the adult to be seen at all times to prevent them from allegations or bringing their behaviour into question.
- No adult will be left alone behind a fully closed door when carrying out intimate care procedures. This puts both the safety of the child and staff member at risk.
- The staff member will notify the parents in line with the child's personal care plan/individual healthcare plan.
- Where possible, another adult should stay close by while the procedure is carried out, but does not need to stand as a 'witness' to the procedure.
- If a child refuses staff assistance a parent or carer will be called.
- If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home if the child is distressed or unwell.

## 4) What safeguarding procedures will be followed?

Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding policy. This means it will be recorded using the school's system and reported to the designated child protection person.

Gloucestershire Safeguarding Children Board Procedures will be accessible to staff and adhered to. All staff will receive Safeguarding Training every 3 years in line with Keeping Safe In Education.

Where appropriate, all children and young people will be taught personal safety skills carefully matched to their level of development and understanding.

If a child makes an allegation against a member of staff, all necessary procedures will be followed [see Allegations Management within the school's handbook at [www.gscb.org.uk/handbook](http://www.gscb.org.uk/handbook)].

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## **5) What is the procedure for changing a child?**

1. Ensure all changing equipment and resources are to hand.
2. Staff to reassure the child and make changing an enjoyable time from beginning to end by chatting/singing and building attachments.
3. Staff to take children to the designated changing area and ensure that the child is happy and comfortable with being changed by talking to them throughout and telling them what they are about to do before each step.
4. Firstly, staff to put on a disposable plastic apron to protect their clothing from contamination.
5. Disposable gloves are recommended to be worn. Please note, the use of disposable gloves is not a substitute for good hand hygiene and hands must still be washed at the end of the routine.
6. Disposable gloves and aprons should be changed each time a child is changed.
7. Adult to encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled nappy/pants unless further soiling has occurred and the child needs to be changed fully.
8. Adult to remove the soiled nappy/pants, double-bag in a nappy bag and place into the bin.
9. Children's skin to be cleaned with disposable wipes (by the child whenever possible) also disposed of in a nappy bag into the nappy bin.
10. If the child's care plan requires nappy creams, lotions to be used, practitioners to follow procedure outlined in this plan for the individual child. No products are to be shared between children or applied without parental consent.
11. Child to be dressed, or encouraged to dress in clean clothes if soiled. Dirty clothes to be put into a plastic bag and given to parents/carers when the child is picked up at the end of the session. Staff members will not attempt to wash or rinse the clothes. Encourage child to wash their hands.
12. Nappy changing mats/area should be wiped with anti-bacterial spray and dried after each use.
13. Staff to wash and dry their hands following the procedure, after glove removal and before leaving the changing area or handling another child.
14. The staff member will notify the parents in line with the child's personal care plan/individual healthcare plan.

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*'Trusting in God, together we live, learn and grow.'*



Teachers/key people need to create an intimate/personal care plan for children who require regular changing (See *Supporting Pupils with Medical Conditions Policy* for an example). This should be written and agreed by parents and staff and signed by both.

## Other Policies linked to this policy

A full set of policies is available in Mrs Bacon's office and in the staffroom.

**Child Protection Policy**

**Anti-Bullying Policy**

**Racial Equality and cultural Diversity Policy**

**Confidentiality**

**Behaviour Policy**

**E- Safety Policy**

Written and Approved by Governors January 2023

Next Review : January 2025

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