

Approved by:	SLT
Last reviewed on:	November 2022
Next review due by:	July 2024

### Aims

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

#### Introduction

The purpose of this policy is 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 of 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 is one of the following:

- ❖ Washing
- ❖ Supporting a pupil with dressing/undressing
- ❖ Assisting a pupil requiring medical care, who is not able to carry this out unaided
- ❖ Changing a pupil who has wet or soiled him/herself, has vomited or feels unwell

As well as the above, children with disabilities may require help with moving and handling, eating and drinking and all aspects of personal care.

This level of care will be determined by a Health Care Plan that should be provided by a Health Service Practitioner. Specialist training should be provided by a health care professional.

- Physiotherapy Exercise Programme/Manual handling
- Applying topical medicines (e.g. eczema creams)

### Supporting dressing / undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years. Staff will always encourage children to attempt undressing and dressing unaided.

### Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. (Appendix 1 Consent letter).

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.

In the case of severe soiling, parents will be contacted to collect the child so the child can be thoroughly cleaned at home.

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.

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:**

- ❖ 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 must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

### Protection for staff

#### **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
- ❖ 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 The Quinta Primary School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily.

All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction. It is not appropriate for volunteers or students to carry out intimate care procedures.

**Permission form for the Provision of Care**  
(To be filled out before starting Early Years)

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

The Quinta Primary has an Intimate Care Policy which is available to view on our website or ask for a copy from the office.

Please fill out the permission slip below stating your preference.

Yours sincerely

Mr W Sharpe  
Head Teacher

Name of Child.....Class.....

**Please tick as appropriate**

I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves while in the care of The Quinta Primary School.

I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

I am aware that in the case of severe soiling, I will be contacted to collect my child so he/she can with dignity and privacy be thoroughly cleaned at home.

Signature of parent / guardian

Our school has also adopted The Halo Code.



# The Halo Code

## **For Schools**

Our school champions the right of staff and students to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our Black staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.

We welcome Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps.

At this school, we recognise and celebrate our staff and students' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on anyone's ability to succeed.