



**Beaumont
Primary
School**

A Learning Community Partnership

Policy for Intimate Care

Beaumont Primary School

Intimate Care Policy

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.

School aims

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment
- Continually encourage achievement in all aspects of school life
- Motivate all children with a broad and challenging curriculum
- Treat everyone with honesty and respect
- Ensure opportunities for all

Introduction

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 is 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

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.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in Reception). 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 but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures (See Policy on Medicines)

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Head Teacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

Soiling

Intimate care for soiling will only be given to a child after the parents have given permission for staff to clean and change the child. Parents of children starting in the Reception Class may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (permission granted).

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details so that they can attend in person. 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.

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.

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. Staff will not act alone.

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

Intimate Care in Key Stage 1 and 2

Key Stage 1 – We will send a letter to all parents of Reception children prior to them starting school. The letter will inform parents that if a child accidentally soils or wets, we will change them, only if given permission first. It will be applicable for the time a child is in Key Stage 1 (unless a parent informs us differently, in writing).

Key Stage 2 – Any child that soils or wets will not be changed by a member of staff. However, we will provide a private secure room (such as our disabled toilet) where the child may change on their own. We will supply wet wipes, clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

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

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. Staff will always be accompanied. These should include:

- Gaining a verbal agreement from a senior member of staff that the action being taken is necessary
- Be aware of and responsive to the child's reactions

Policy of Equality Statement

The Board of Governors and School is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief.

Date: **Summer 2020**

Review Date: **Summer 2022** (or earlier should there be changes in legislation or guidance)

Please read the attached policy, sign below and return this form, keeping the policy in your possession.



Permission form for the Provision of Care

(To be completed before starting the Reception Class)

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. In all other years, parents will be asked to collect the child.

Beaumont Primary has an Intimate Care Policy which is available to view on our website (www.beaumont.croydon.sch.uk), or ask for a copy from the School Office. Please fill out the permission slip below stating your preference.

Anne Morrell
Headteacher

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

Please delete 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 Beaumont Primary School. I will provide a change of clothing for this eventuality.
- 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.

Signature of Parent/Carer..... Date.....