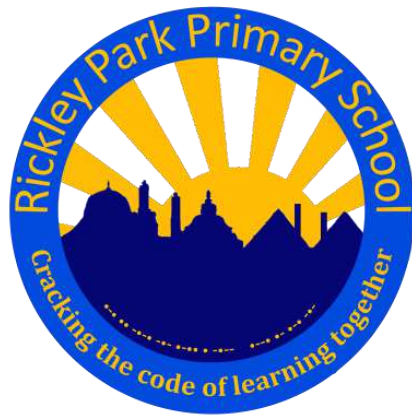


# Rickley Park

*Cracking the Code of Learning Together*



## **Intimate Care Policy**

Date of Policy: January 2023

Date of Review: January 2024

## **1. Introduction**

This Policy has been developed to safeguarding children and staff and should be considered in conjunction with the Child Protection Policy.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of children
- To ensure children are treated with sensitivity and respect
- To ensure that their experience of sensitive 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 care of their children

### **Definition**

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have the responsibility to advise staff of any intimate care needs of their child and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing or supporting a child with either of these
- Toileting – Giving assistance to a child who has soiled themselves or vomited
- Changing nappies for those children who are unable to access the toilet
- Menstrual care – providing advice to enable a pupil to attend their needs
- Supervision of a child involved in intimate self-care
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care

### **Principles of Intimate Care**

The following are the fundamental principles upon which this policy is based:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities
- Every child has the right to have levels of intimate care that are as consistent as possible

### **Responsibilities of staff providing Intimate Care**

- All staff at Rickley Park Primary School have had the relevant checks carried out upon appointment in line with KCSIE. Therefore, any staff who provide intimate care will have been vetted correctly
- The DSL must ensure that all staff undertaking the intimate care of children are familiar with, and understand this policy
- All staff must have an awareness of the specific types of intimate care that they carry out and fully understand the Intimate Care Policy within the context of their work
- Intimate care arrangements must be agreed by the school, parents/guardian and child (if appropriate) through the distribution of this policy and by parents signing a written consent form
- Signed consent forms will be scanned and stored electronically in the pupil's file. If a parent/guardian does not return a signed consent form or enquires alternative arrangements to be made for their child, this will also be recorded.
- If a member of staff is concerned about an intimate care practice that they must carry out, they must report this to the DSL (Maddie Boothroyd) or one of the Designated Safeguarding Officers

### **Intimate Care Arrangements – Supporting dressing/undressing**

Sometimes it will be necessary for staff to support a child in getting dressed or undressed particularly in Nursery and Foundation Stage. Staff will always encourage children to attempt undressing and dressing unaided.

### **Providing comfort or support**

Children may seek physical comfort from staff – particularly in the Early Years and KS1. 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, staff must protect themselves and ensure that physical contact is kept to a minimum and is child initiated. When comforting a child or giving reassurance, the member of staff's hands must be always visible. If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age and situation of the child. If a child touches a member of staff in a way that makes the staff member 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**

It is preferable that medication is administered at home before or after school. However, Rickley Park Primary School accept that this isn't always feasible. If it is necessary for a child to receive medicine during the day, parents/guardians must fill out a permission form from the school office and discuss their child's needs with a member of the admin team.

Any member of staff giving medicine should check the following:

- Pupils name
- Prescribed dose
- Expiry date
- Written instructions provided by parents/doctor

- Complete an 'administration of medicine form' and where possible have another member of staff witness the administration and sign to confirm

In line with Rickley Park's First Aid Policy, particular attention should be paid to the storage, handling and disposal of all medication. See this policy for further clarification.

### **Medical Conditions**

If a child has a medical condition which is likely to lead to soiling and subsequent staff intervention, specific medical advice may be sought from outside agencies and the parents will be asked to sign a permission form so that staff can clean and change the child if necessary. If a parent does not give consent, the school will contact the parent or other emergency contact giving specific details about the necessity for cleaning the child. If parents/guardians wish to and can attend promptly, the child will be comforted and kept away from other children to preserve their dignity. If parents/guardians cannot be contacted, staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.

### **Soiling**

Staff from Rickley Park Primary School will work together in partnership with parents to support each child towards independent use of the toilet.

If tending to a child who has soiled themselves during the school day, staff will respond sensitively and professionally. If 'accidents' occur the child will change themselves into dry clothing and wet items will be sent home for washing. The child's independence will be encouraged as far as possible, and reassurance given. Parents will be informed either verbally (and privately) at home time or via a phone call. Parents will be asked to return any borrowed items of clothing once washed.

If there is an occurrence of heavier soiling or vomiting, this may require staff to provide care at a more personal level. Staff will follow set procedures for this intimate care:

- If possible, this child will be removed to a less public place to maintain dignity
- If appropriate, the child will be encouraged through guidance and assistance to clean themselves to make them more comfortable
- Parents should be contacted as soon as possible
- Staff will provide further intimate care in the following situations:
  - If parents/guardians cannot be contacted – **staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety**
  - If the parents/guardians are unable to come to school
  - If the child is very distressed or suffering unduly
  - Intimate care will only be provided to older children in extreme circumstances. It is anticipated that older children will be able to manage any circumstances given guidance or assistance

If staff are providing intimate care, two members of staff will be in the vicinity at all times. For example, the second staff member could be in the adjacent room with the adjoining door open.

If incidents of soiling are a regular occurrence, a care plan will need to be put in place after consultation between school, parents and if appropriate, other outside agencies.

***Please note: The wellbeing and dignity of the child will always remain paramount during any incident requiring intimate care.***

### **Hygiene**

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

### **Protection for staff**

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

- Two members of staff being within the vicinity when Intimate Care is being provided
- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, where possible, to give verbal consent to the person assisting them
- Be aware of and responsive to the child's reactions

### **Guidelines for Good Practice**

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to keep children safe and support staff. They apply to every member of staff involved in the intimate care of a child at Rickley Park.

- Involve the child in their intimate care by encouraging independence as far as possible
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation
- Make sure practice in intimate care is consistent
- Be aware of your own limitations. Only carry out care activities you understand and feel competent and confident to carry out. If in doubt, ask!
- Promote positive self-esteem and body image. Confident, self-assured children who feel that their body belongs to them are less vulnerable to sexual abuse
- If you have any concerns, you must report them
- Follow the school's reporting and recording procedures

Appendix 1

I confirm that I have read the intimate care policy and understand the content. I agree that my child can receive intimate care from 1 member of staff where there is another adult in the vicinity as described in the policy.

Name of child \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Relationship to child \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position in Rickley Park \_\_\_\_\_