



# NEWTOWN LINFORD PRIMARY SCHOOL

## Intimate Care Guidance

This guidance represents the agreed principles for intimate care throughout the school.

### 1 Introduction

1.1 The purpose of this guidance 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

### 2 Principles

2.1 It is essential that every child is treated as an individual and that care is given 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.

2.2 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.

2.3 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.

### 3 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

#### **4 Supporting dressing/undressing**

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

#### **5 Providing comfort or support**

Children may seek physical comfort from staff (particularly children in the Foundation Stage). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated.

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.

#### **6 Soiling**

6.1 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. Parents who have children in the Foundation Stage are requested to sign a permission form so that staff can clean and change their child in the event of the child soiling themselves.

6.2 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.

6.3 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.

6.4 If a parent/carer or emergency contact can not 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.

6.5 If the parents and emergency contacts cannot be contacted the Headteacher will be consulted.

6.6 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. At this time two members of staff must be present. 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.

6.7 If the shower room is required, two members of staff must be present.

- 6.8 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

## **7 Hygiene**

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

## **8 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, such as having another member of staff present or close by.

## **9 Safeguards for children**

- 9.1 It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

This Guidance will be reviewed every 3 years or earlier if necessary.



