



## INTIMATE CARE POLICY

### INTRODUCTION

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing (this may be necessary in Early Years but staff will always encourage children to dress and undress unaided)
- 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

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.

This policy represents the agreed principles for intimate care throughout the schools.

### AIMS

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 care of their children

### PROCEDURES

Children may seek physical comfort from staff (particularly children in Early Years). 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.

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. This is set out in the declaration of the Essential Pupil Information Form (EPIF) that all parents complete when their child starts at school. If parents do

not give permission they should strike through this paragraph and also put their non-consent in writing to the School Registrar.

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 event that a pupil may develop or suffer from an ongoing medical condition (such as Encopresis or Enuresis) the School may ask the parents/carers to come into school to attend to their child's needs as required.

If the parents and emergency contacts cannot be contacted the Head 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

### **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
- allowing 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
- allowing the child a choice in the sequence of care
- being aware of and responsive to the child's reactions

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. Should an occasion arise on a school visit that a child requires intimate care the volunteer should contact a staff member without delay.

**REFERENCES**

This Policy has been informed by:

DfE ‘Supporting pupils at school with medical conditions (2015)

DfE ‘First Aid in Schools’ (2000 updated 2014)

**See also:**                 First Aid Policy, Medical Needs and Medication Policy,  
Safeguarding and Child Protection Policy

<b>This policy will be reviewed annually</b>			
Created: October 2013	By:	Joanna Copland, Vice Principal	
Latest Review: January 2020	By:	Joanna Copland, Vice Principal and School Nurses/Medical Leads	No changes
Next Review: January 2021	By:	Joanna Copland, Vice Principal and School Nurses/Medical Leads	