

TOWN LANE INFANT SCHOOL

Intimate Care Policy

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 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 Nursery and 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 staff should ensure the positioning of themselves could not be regarded as being 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 Medical Needs Policy)

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care.

It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of Medicines - see Medical Needs Policy

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).

School staff are also collectively responsible for making sure that everyone in school is safe.

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. Inhalers are kept in a clearly identifiable box and location in the classroom – see posters on classroom doors.

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 permission will only be sought if the parents inform the nursery and the 2/3 year old staff that their child is not toilet trained.

Parents who have children in the Nursery and the 2/3 year room 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.

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.

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.

Parents who have children in the 2/3-year-old sign a consent form for nappy changing

Procedures for changing a child wearing a nappy:

- One member of staff (Key Worker when possible) will change the child.
- The child will be changed on the changing table/area.
- Staff will use the changing table/area, aprons, gloves, blue roll paper, nappy sacks and baby wipes.
- Nappies will be disposed of in the hygienic nappy disposal bin.
- The nappy change will be recorded on the child's daily communication sheet.

Procedures for changing a child who has wet/ soiled themselves:

- One member of staff will change the child (Key Worker when possible).
- The child will be changed in the toilet area or on the changing table.
- Staff will wear an apron and gloves.
- Soiled/ wet clothes will be placed inside a bag with the bag handles tied.
- The change will be recorded on the record sheet in the changing room/ toilets.

Procedures for prevention of infection:

- Staff will wear disposable gloves, aprons whilst changing.
- These items will be disposed of in the hygienic nappy disposal bin.
- Blue roll paper will be placed on top of the changing mat. •

The changing mat and area will be cleaned after use with antibacterial wipes.

- Hot water and hand wash are available to wash hands immediately after a child has been changed.
- Paper towels are available for drying hands.

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. These should include:

- Enlisting the support of another member of staff to oversee the cleaning and changing process. In the 2/3 year old room, the member of staff changing the child will be visible to other members of staff through the open door way to the changing area.
- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Be aware of and responsive to the child's reactions to being changed and ensure the environment is best suited to fulfil safeguarding and hygiene requirements.

Safeguarding children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergoes police checks. All staff at Town Lane Infant School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily.

The aim of the DBS certificate is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.

Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

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.

There is a separate intimate care proforma for staff to complete each time intimate care has taken place.

This policy will be reviewed annually.