

# St. John's C.E. Primary School



**Policy:** Intimate Care

**Reviewed:** June 2017

**Future Review:** June 2018

### **Aims:**

The aim of this Policy is to ensure that:

- all staff responsible for the intimate care of children undertake their duties in a professional manner
- all children are treated with respect when intimate care is given, their right to privacy is respected and that procedures do not cause any distress or pain.

We recognise that on occasion a child's stage of development may mean that they are not fully toilet trained and that in some cases a nappy will need to be changed whilst at school.

### **Definition of Intimate Care:**

Intimate Care is any care which involves washing, touching, changing or carrying out an invasive procedure that children are not developmentally able to do independently (eg dressing, changing soiled or wet clothes, changing a nappy, toileting, washing, application of topical medicines such as eczema creams, first aid and medical assistance).

### **Principles of Intimate Care:**

The following are the fundamental principles of Every Child Matters and will be adhered to in the intimate care upon which our policy guidelines are based:

#### Every child has the right to be safe

- ✓ all staff working with children hold up-to-date criminal record checks
- ✓ only those members of staff who are familiar with the intimate care policy are involved in the intimate care of children (not students and volunteers)
- ✓ staff behaviour is open to scrutiny

#### Every child has the right to personal privacy

- ✓ each child's right to privacy will be respected
- ✓ staff will encourage each child to do as much for them self as they can

#### Every child has the right to be valued as an individual

- ✓ careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted or changed (where possible, 1:1, with another adult in the vicinity to protect both the child and staff member)

#### Every child has the right to be treated with dignity and respect

- ✓ the child who requires intimate care is treated with respect at all times
- ✓ the child's welfare and dignity is of paramount importance

#### All children have the right to be involved and consulted in their own intimate care to the best of their abilities

- ✓ it is the responsibility of all staff caring for a child to ensure that they are aware of the child's level of communication
- ✓ to ensure effective communication staff should make eye contact at the child's level, use simple language and repeat if necessary; continuing to explain to the child what is happening

#### Every child has the right to have levels of intimate care that are appropriate and consistent

- ✓ the management of all children with intimate care needs will be carefully planned
- ✓ staff at St John's C of E School will work in partnership with parents/carers to provide continuity of care to children wherever possible
- ✓ the needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation

## **Responsibilities for Intimate Care:**

### Management responsibilities

- To ensure that staff receive ongoing training which comply with health and safety regulations; child protection procedures; and other aspects of intimate care
- To provide an Induction programme for all new staff and to ensure that all new staff are familiar with the school's Intimate Care Policy
- To provide appropriate equipment such as disposable gloves for staff

### Staff Responsibilities

- Staff must be familiar with the Intimate Care policy/procedures
- Staff must adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to management within the school
- Staff will liaise with parents/carers as appropriate and other appropriate services over the development and implementation of the agreed Intimate Care protocol
- When a child requires intimate care, the member of staff caring for the child will notify another member of staff of the task being undertaken, and it will then be recorded on the "Record of Intimate Care Intervention" sheet
- All designated members of staff should be known to the child
- All staff engaged in the care and education of children needs to exercise caution in the use of physical contact. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, it will be of limited duration and it will be appropriate given their age and stage of development.
- Staff will be supported to adopt their practice in relation to the needs of individual children taking into account developmental changes such as puberty and menstruation
- Wherever possible staff who are involved in the intimate care of children/young people will not be involved in delivery of sex education to the children/young people in their care as an additional safeguard to staff and the children/young people involved
- If a child becomes distressed or unhappy about being cared for by a particular member of staff the matter will be looked into and outcomes recorded. Parents/Carers will be contacted at the earliest opportunity and the child's needs will remain paramount
- If a child makes an allegation against a member of staff all necessary procedures will be followed
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, soreness etc she/he will immediately report concerns to the CP Officer
- Staff should not have a mobile phone in the room in which children are examined/changed

## St John's C of E School - Intimate and Personal Care Procedures

Careful consideration should be given to each child's situation to determine how many carers might need to be present when a child is toileted or changed (where possible, this should be 1:1, with another adult in the vicinity to protect both the child and staff member).

### **Procedure for undressing and dressing pupils if wet or soiled:**

1. Ensure privacy before procedure
2. Talk to the child, explain what you are doing
3. Ensure you are wearing disposable gloves
4. Remove clothing from lower body first, encourage independence (give help if necessary)
5. Wash/clean as required
6. Ensure lower regions covered before removing upper body garments (if necessary)
7. Give the child the clean clothes (either provided by the parents/carers, or where these are not present lend them some clothes from the school)
8. Encourage the child to dress themselves (give help if necessary)
9. Put wet/soiled clothes in plastic bag, ensure child takes them home at the end of day
10. Encourage child to wash their hands.
11. Dispose of gloves and wash your hands
12. Record the care given on "Record of Intimate Care Intervention" sheet

### **Procedure for child complaining they are hurt in genital area:**

1. Ensure privacy before procedure
2. Ask child how they were hurt and ask the child if they he/she would like you to have a look at the area where they are hurt.
3. *If child does not want you to look* – don't, but instead phone parent to notify them that child has been hurt in genital area
4. *If child is happy for you to look* - encourage child to remove clothing from lower body, providing help or assistance only if requested,
5. Check if area is bruised, red or swollen
6. Encourage the child to dress themselves. Provide help and assistance as appropriate/required.
7. Phone parent to notify them that you have checked genital area.
8. Record the care given on "Record of Intimate Care Intervention" sheet
9. Record any injury in the Accident book
10. Notify CP Officer immediately if you have concern that injury could be suspicious.