



## Whittingham C of E Primary School Policy for Intimate Care

### Autumn Term 2020

#### Introduction

This policy was reviewed during autumn term 2020

It was approved by the governing body in the spring term 2021

A schedule for the review of this, and all other policy documents is set out in the school's five year cycle of policy reviews.

This policy is reviewed within our five year cycle of policies (next review Autumn

Please note that this policy is not COVID specific and we follow a separate procedure and Risk Assessment during the current global pandemic.

#### Our School Vision and Values

The children know these as the 3R's:

'Hand in hand together we will become *resilient*, *respectful* and *responsible* citizens of our community and the wider world.'

#### School Aims

- To provide an open, secure and welcoming Christian environment for each pupil. This is expressed through daily worship which acknowledges the presence of God in our lives.
- To further develop and value the partnership that exists between school and the local churches, in particular, through sharing weekly worship and to encourage an appreciation of the Christian faith and a familiarity with the local Christian heritage.
- To care for each pupils' safety, happiness and well being.
- To value our pupils as individuals, developing their ability to take responsibility for themselves and their actions, promoting confidence and self-esteem, and respect for others and their environment.
- To equip our pupils with the knowledge to make informed choices about having a safe and healthy lifestyle.
- To offer opportunities for our pupils to become involved in the daily life of the school and to prepare them to play an active role as citizens locally and in the wider world.
- To provide a learning environment, which is challenging and stimulating yet ordered and disciplined.
- To provide a broad and balanced curriculum, setting realistic targets for each pupil.
- To extend and reinforce our pupils learning, making expectations clear, and raising achievement levels.

## **Rationale**

It is our intention to develop independence in every child at Whittingham; however there will be occasions when help is required, especially to support the development of independence.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of a child's needs and any child protection issues. A child's dignity should always be preserved with a high level of privacy, choice and control. Staff behaviour must be open to scrutiny and staff will work in partnership with parents/carers to provide continuity of care to children wherever possible.

Whittingham C of E is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Our school recognises that it is of paramount importance to treat all children with respect when intimate care is given.

## **What is intimate care in our school?**

'Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child. In our school this may need to occur on a regular basis or during a one-off incident. All children are always encouraged to be independent therefore the child should be encouraged to do as much cleaning and removal of clothes as is practical. If a child needs intimate care parental permission must be obtained and an agreement signed. The pupil's dignity must always be considered but where contact of a more intimate nature is required (e.g. assisting with toileting, changing a nappy or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

## **Changing children**

Parents/carers will be asked to sign a simple agreement to this policy, agreeing to intimate care if their child needs it.

If a child has had an accident, got wet or dirty or has vomited on themselves they may need to get changed into clean clothes. Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always ensure that they have a colleague in the vicinity, at least in hearing distance if within sight is not possible, when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned by how distressed a child appears, a parent/carers will be contacted as a matter of urgency and asked to come to school and support their child.

## **Children wearing nappies**

Parents/carers will be asked to sign a simple agreement to this policy, agreeing to intimate care if their child needs it.

Children will be changed in the disabled toilet at school, on the designated changing unit. Two adults **must** attend nappy changes but this will be done with the upmost respect and every attempt will be made to provide the child with dignity.

When a child is in nappies, regular conversations with parents/carers will happen and supporting websites and resources will be suggested to help with toilet training.

Staff involved in this will wear disposable gloves and wash their hands before and after changing the nappy.

Nappy changes will be recorded on the back of the disabled toilet door with initials and time that the child was changed.

### **Supervising a child involved in intimate self-care**

Parents/carers will be asked to sign a simple agreement to this policy, agreeing to intimate care if their child needs it.

Some children may still need to be supervised while using the toilet. Children are encouraged to toilet themselves independently, however at times they may need assistance with using the toilet or cleaning afterwards. In this case, another member of staff should be in the vicinity and aware of what is happening. Staffs who are involved in this will wear gloves and will clean their hands before and after intimate care.

### **Using a potty**

Parents/carers will be asked to sign a simple agreement to this policy, agreeing to intimate care if their child needs it.

If a child needs a potty to be used in school, staff members will take the child to the disabled toilet adjacent to the library to use this, if there is only one member of staff the toilet door must remain open and unlocked. Staff members will wear an apron and gloves to empty the potty after use. The potty will be cleaned with 'apple fresh' after use.

The child will be given the upmost respect and dignity and will be given space and time in privacy if this is practical, whilst still safeguarding the child.

### **Periods**

Some children will develop periods during their Primary Education. They should be supported and encouraged to keep their own supply of sanitary protection without having to request it from staff/carers. A central bank of sanitary protection will be stored in school. However it should be recognised that some children will not know how to deal with menstruation and they will need guidance and support to manage their periods appropriately. This should be provided by female staff or carers in a positive manner and is taught through the PSHE and RHE curriculum. There should also be adequate provision for the private disposal of used sanitary protection. If a child needs further assistance seek advice from the Headteacher and deal with accordingly, to support the child's individual needs.

### **Providing first aid assistance**

Staff who administer first aid should ensure, wherever possible, that another adult or other children are within the vicinity. The pupil's dignity must always be considered.

### **Assisting a child who requires a specific medical procedure**

If a child needs specific medical procedures carried out, this will be done in line with an 'Individual Care Plan' and with permission from parents/carers. No staff should be expected to administer specific medical procedures on their own and all staff involved in this should be offered training if necessary.

Our Medications Policy outlines arrangements for the management of the majority of medications in school. Parental permission must be given before any medication is dispensed in school.

### **Volunteers**

Volunteers in school are not to provide intimate care. They will not be involved in witnessing intimate care procedures unless in extenuating circumstances.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation or mature children with toileting difficulties.

### **Use of wipes**

If a child needs to be cleaned using wipes after an accident or as part of their self-care, they must only use wipes provided by the family. No school wipes will be used in case of allergic reaction. The same applied for nappies or pull-ups; these must be provided by the family in their child's named bag. If a child does not have their own wipes and nappies, the parent/carer will be contacted as a matter of urgency. If they are not contactable, seek advice from the Headteacher who will make a decision in order to meet the child's needs and our duty of care.

### **COVID-19/ health and safety considerations**

In addition, during COVID-19 ( or any infectious disease):

- Review whether school spare clothes and underwear will be used. All children may need to have a change of clothes in their bag.
- The potty will not be shared between children.
- Staff will wear correct PPE including masks, aprons and gloves.
- Pregnant staff or those that are clinically vulnerable or extremely clinically vulnerable will not carry out any intimate care.
- Staff have been offered online PPE training to support correct use/disposal of PPE (June 2020 and resources are stored on the shared drive to refer to as necessary).