

**St John Baptist
(Southend) CE Primary
School**

**INTIMATE
CARE
POLICY
STATEMENT**

Reviewed:

Review Date:

By: Curriculum and Pupil Welfare Committee

St John Baptist (Southend) CE Primary School

Intimate Care Policy Statement

St John Baptist (Southend) Primary School fully recognises the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, parents & carers, have a full and active part to play in protecting our pupils from harm. At St John's we will be guided by Christian principles and act with integrity, objectivity and honesty in the best interests of the children and the school. The school and the Governing Body will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

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

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 of 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. 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 Reception Class or where there is a Special Educational Need and/or Disability. 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 Reception, Years 1 & 2). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body, which could be regarded as 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. Incidents of this nature must immediately be reported to the head of school.

Medical procedures (See Supporting pupils with medical conditions 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 medicine has been prescribed and is labelled with the child'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. The Head of school 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 responsible for making sure that anyone in school is safe. Medicines will only be kept securely in the designated place in the meeting room, not immediately 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. (EpiPens are also kept in the child's classroom & meeting room). All medication is taken with the First Aider on school trips/visits.

Soiling

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.

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/carers 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 of School 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 & apron 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.

It is never appropriate for volunteers or students to carry out intimate care procedures.

Hygiene

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

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:

- Having two adults present.
- Always communicating with the Exec head or Head of School of the need for intimate care for a child.
- Allow 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
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Supporting a child who needs nappy changing or support in using the toilet.

Two members of staff are present at all times when a child is having their nappy changed. One member of staff changes the child, whilst the other stands by the door which is kept ajar. The nappy is removed and then, using a baby wipe, the member of staff cleans the child as necessary and then disposes of the nappy and wipes in the bin provided. Gloves are worn by the member of staff at all times and are also placed in the bin once the child has the clean nappy on. The child is never left on their own or exposed for anyone passing by to see.

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at St John Baptist Primary School are DBS (Disclosure and Barring Service) checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The aim of the DBS 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 never appropriate for volunteers or students to carry out intimate care procedures.