

## Burston & Tivetshall Primary Schools

### Intimate Care Policy

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1	Aug 24	K.Millar	Creation of new policy

## **1. Introduction**

1.1 The intimate care policy at B&T schools is committed to ensuring that all staff responsible for the intimate care of the children will always undertake their duties in a professional manner.

1.2 Procedures have been adopted with referral to DfE Guidance including Keeping Children Safe in Education and Working Together to Safeguard Children. We recognise there is a need to treat all children with respect; no child should be attended to in a way that causes stress or pain and instead this time is used to create opportunities for children's Personal, Social and Emotional Development.

## **2. What is intimate care?**

2.1 Working with young children will often require adults to be involved in duties which require intimate care of children. Staff have been placed in a position of great trust and will be expected to carry out this sort of procedure whilst children are in our care.

2.2 Intimate care covers any task that involves the washing, touching, or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including toileting, washing, and dressing.

2.3 Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice, and control.

2.4 There should be a high level of awareness of child protection issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

## **3. Who will undertake Intimate Care?**

3.1 Intimate care is only to be carried out by named staff and not visitors, volunteers, or parents/carers other than the child's own. In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However, this is not always possible, so another member of staff may need to carry out the procedure.

3.2 As we do not allow people other than staff members to change children, the child will know who is changing them and will have seen them before.

3.3 The experience is made as pleasant for the child as by ensuring that they are always spoken to, provided with as many opportunities to be independent and praised for this.

## **4. Where will the Intimate take place?**

4.1 Intimate care will usually take place in the in the toilets which are private enough to respect the child's dignity but also allow the adult to be always seen to prevent them from allegations or bringing their behaviour into question. ***No adult will be left alone behind a fully closed door when carrying out intimate care procedure.*** This puts both the safety of child and staff member at risk.

4.2 When carrying out intimate care procedures, another adult should stay close by while the procedure is carried out but does not need to stand as a 'witness'. If a child refuses staff assistance or becomes unduly distressed by the experience, a parent or carer will be called. They may be asked to attend school to assist with care or take the child home if necessary.

4.3 In Early Years, all intimate care procedures carried out are recorded and shared with parents detailing the procedure carried out and any notes e.g., if child was upset or a rash was present.

4.4 In KS1 and KS2 the staff member will notify the parents in line with the child's personal care plan/individual healthcare plan.

## **5. What safeguarding procedures will be followed?**

5.1 Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding policy. This means it will be recorded using the school's MyConcern system and reported to the Designated Safeguarding Lead.

## **6. What is the procedure for changing a child?**

### **6.1 Steps:**

1. Ensure all changing equipment and resources are to hand.
2. Staff to reassure the child and make changing an enjoyable time from beginning to end by chatting/singing and building attachments.
3. Staff to take children to the designated changing area and ensure that the child is happy and comfortable with being changed by talking to them throughout and telling them what they are about to do before each step.
4. Additional adult should be informed and stay close by while the procedure is carried out.
5. Firstly, staff to put on a disposable plastic apron and gloves to protect their clothing from contamination. Please note, the use of disposable gloves is not a substitute for good hand hygiene and hands must still be washed at the end of the routine. Disposable gloves and aprons should be changed each time a child is changed.
6. Adult to encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled nappy/pants unless further soiling has occurred, and the child needs to be changed fully.
7. Adult to remove the soiled nappy/pants, double bag in a nappy bag and place into the nappy bin.
8. Children's skin to be cleaned with disposable wipes (by the child whenever possible) also disposed of in a nappy bag into the nappy bin.
9. If the child's care plan requires nappy creams, lotions to be used, practitioners to follow procedure outlined in this plan for the individual child. No products are to be shared between children or applied without parental consent.
10. Child to be dressed or encouraged to dress in clean clothes if soiled.
11. Dirty clothes to be put into a plastic bag and given to parents/carers when the child is picked up at the end of the session. Staff members will not attempt to wash or rinse the clothes. Encourage child to wash their hands.
12. Nappy changing mats/area should be wiped with anti-bacterial spray and dried after each use.
13. Staff must wash and dry their hands following the procedure, after glove removal and before leaving the changing area or handling another child.
14. Intimate Care must be recorded according to EYFS and KS1/KS2 procedures.
15. Staff member must notify the parents in line with the child's personal care plan/individual healthcare plan.

6.2 If a child requires regular changing, staff must create an personal care plan for those specific children (please see the Managing Pupils with Medical Conditions Policy for an example) . This should be agreed by written parents and staff signed by both.