



## Walton Primary Academy Intimate and Personal Care Policy

Date	Review Date	Lead	Nominated Governor
September 2022	September 2023	T Harpham	R Woods H Swainson

### Walton Primary Academy Intimate and Personal Care Policy

We believe intimate care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident. We have a duty to safeguard children and school personnel at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, be treated with dignity and respect and be involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

**Purpose:**

- 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:**

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. Parent/Carers 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 wet, soiled or vomited

### **Supporting dressing/undressing:**

Sometimes it will be necessary for adults to aid a child in getting dressed or undressed particularly in the Early Years. Staff will always encourage children to attempt undressing and dressing unaided. Support may be needed with external clothing; trousers, socks, tights, t-shirts, skirts and dresses, coats, hats, gloves, scarves and footwear. Should further more intimate undressing/dressing support be required with underwear, nappies etc. this will only be performed by teaching staff and support staff.

### **Providing comfort or support:**

Children may seek physical comfort from staff. 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 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. A child should be offered an alternate, appropriate option for comfort.

### **Cleaning following Wet/Soiling/vomiting incident:**

Parent/Carers will be kept fully informed of the procedures the School will follow should their child need changing during school time. If a child has soiled or wet themselves we will clean and change them in a safe, private area with a familiar adult. However, if a Parent/Carer does not want a member of staff to provide personal care the School will contact the Parent/Carers or other emergency contact giving specific details about the necessity for cleaning the child. If the Parent/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/Carer arrives. Children are not left on their own whilst waiting for a Parent/Carer 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 Parent/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 Parent/Carers 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. For soiling and vomiting, protective aprons are worn. Nappy changing requires a protective apron and gloves at all times. New gloves will be worn for each child. Gloves and aprons can be located in the designated changing areas.
- The process is discussed in a friendly and reassuring way with the child throughout.
- 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 with disposable paper and flushed down the toilet. Any soiled dressings etc. will be double bagged and disposed of in the First Aid Bin.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

### **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: Gaining a verbal agreement from another member of staff that the action being taken is necessary. Another member of staff will be available to support if this affects the ratios in the class. Be aware of and responsible to the child's reaction.

**Safeguards for children:**

All Walton Primary Academy staff are subject to an enhanced DBS check, on application and cannot undertake tasks within the School until all checks are completed satisfactorily. It is not appropriate for volunteers to carry out intimate care procedures. Students and Trainees should only do so under the supervision of a trained member of staff, following consultation with the student or trainee's college/partnership supervisors.