

# Winterbourne Nursery and Infant School Intimate Care Policy

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*Winterbourne Nursery and Infant School*

**Approved by:** Headteacher/FGB

**Date:** December 2018

**Next review due by:** December 2020

# Winterbourne Nursery and Infant School intimate care policy

## **INTRODUCTION:**

At Winterbourne Nursery and Infants school, we are aware that there may be times when children will need support with intimate care.

Winterbourne Nursery and Infants school is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times, and recognise the need to treat all pupils with respect when intimate care is given. No child should be attended to in a way that causes embarrassment, distress or pain.

## **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

## **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

## **Our approach to best practice:**

All pupils who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Pupil's dignity will be preserved and a high level of privacy, choice and control will be provided to them where possible and/or appropriate. Staff who provide intimate care to our pupils have a good awareness of child protection issues. They are open to scrutiny and seek to work in partnership with parents/staff to provide continuity of care for our pupils wherever possible.

## **Intimate care in the Enhanced learning Provision**

Children who attend our ELP (Enhanced Learning Provision) may not yet be toilet trained so will need to be changed on a regular basis.

There is careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, visual etc.) to discuss the child's needs and preferences. It is important to talk to, explain and reassure the pupil throughout any intimate care.

As a basic principle pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can. This may mean, for example, giving the pupil responsibility for washing themselves. Individual intimate care guidelines may be drawn up for particular children as appropriate to suit the circumstances of the child.

Each pupil's right to privacy will be respected. In most instances one pupil will be cared for by one adult. However, other members of staff are informed that a child is being supported with their intimate care.

## **Intimate care in EYFS and KS1**

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

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years. Staff will always encourage children to attempt undressing and dressing unaided.

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## **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.

## **Medical procedures**

Particular attention should be paid to the safe storage and handling of medicines. The Head Teacher has prime responsibility for the safe management of medicines kept at school.

Medicines should generally be kept in a secure place, not 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.

## **Soiling:**

Intimate care for soiling will only be given to a child after the parents have given permission for staff to clean and change the child. Parents of children starting in the Reception Class may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves .

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details so that they can attend in person. 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.

If a parent/carer 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 Teacher will be consulted. If put in a 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. Staff will not act alone.

## **If a child needs to be cleaned, staff will make sure that:**

- Protective gloves 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

## **The protection of children:**

If during intimate care of a child any of the following occur, report the incident as soon as possible to another person working with you and report through **CPOMS**. Always report the concern to the DSL

- You accidentally hurt them;
- The child seems unusually sore or tender in the genital area;
- There are physical changes in a child's presentation, e.g. marks, bruises, soreness etc.

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- The child misunderstands or misinterprets something, or has a very emotional reaction without apparent cause.

Some of these could be cause for concern about the child, or alternatively the child or another adult might possibly have misunderstood what has happened.

If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/staff will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the pupil's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a pupil/member of staff makes an allegation against a member of staff, all necessary procedures will be followed (See relevant policies e.g. Complaints, and Whistle Blowing Policies)