



## Hereford Cathedral Junior School

### INTIMATE CARE POLICY

**This policy applies to all pupils at Hereford Cathedral Junior School including those in our EYFS settings.**

#### Policy Aim:

- 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 how intimate care is administered.
- To ensure parents/carers are consulted over the intimate 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. Children should be encouraged to have a positive image of their own bodies. As far as possible, a child should be allowed to exercise choice and 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. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young person's right to privacy and dignity is maintained at all times.

#### Definition

For the purposes of this policy, 'intimate care' is defined as follows:

- 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 administer this unaided.
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell.
- Application of sun protection cream.

#### 1. Supporting dressing/undressing

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

#### 2. Providing comfort or support

Children may seek physical comfort from staff (particularly children in Nursery and Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated or at the request of the parent. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. It is important to note that there may be times when physical contact is not appropriate, even though it is child initiated. 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.

### **3. Medical procedures (See First Aid Policy)**

At Hereford Cathedral Junior School, there is always a trained nurse (RGN) and/or qualified first aider on duty to deal with any injuries or accidents. When treatment necessitates more intimate contact with a child, the nurse or first aider will notify another member of staff (to be a chaperone if appropriate) and the parents will be contacted and informed of any treatment that has been given.

### **4. 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.

Parents who have children in the Nursery and Reception classes 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 about the necessity for cleaning the child. If the parents/carers are 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 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 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 the child soils him or herself. If the parents cannot be contacted 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 ensure 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 with paper towels, toilet paper or newspaper and put in a bag which is tied and then placed in an outside bin. The floor will be cleaned and disinfected in accordance with hygiene procedures.

Where possible, any soiling is flushed down the toilet.

Soiled clothing is put in a plastic bag, unwashed, and sent home with parents/carers.

### **5. Application of sun protection cream**

Nursery parents are asked to sign a form giving permission for Nursery staff to assist in the application of sun cream to their children. Older children may bring to school their own sun cream and apply it themselves.

### **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:

- Gain a verbal agreement from another member of staff that the action being taken is necessary.
- 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.

### **Safeguards for children**

All adults participating in activities requiring intimate care will have undergone statutory DBS checks.

### **The role of students and volunteer helpers**

Student, volunteer helpers (including parent helpers) must be supervised and should not be put in a situation where they are alone with pupils.

Student, volunteer helpers (including parent helpers) should not:

- Assist with toileting pupils
- Assist with any feeding regime requiring medical training or be put in a position that would require them to respond in an emergency situation

Student, volunteer helpers (including parent helpers) may:

- Assist at the dining table in general situations
- Assist in helping pupils change for PE/play performances if under the supervision of school staff

Reviewed: September 2017  
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