

Enderby Road Infant and Nursery School

Intimate Care Policy



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APPROVED: GOVERNING BODY	DATE: March 2024
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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. 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 persons' right to privacy and dignity is maintained at all times.

When touching a child, staff will always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

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.
- Changing a nappy or pull up for a child not yet toilet trained or with SEND needs meaning a delay in developing.
- 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 Early Years and Nursery. 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 Nursery and Reception). Where children require physical support, staff need to be aware that physical contact must 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 so 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. This should then be recorded on CPOMS and DSL/DDSL alerted.

Medical procedures (See Policy on Medicines)

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 pupil'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 Teacher 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 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 (including vomiting)

Any infant child may need intimate care for soiling and vomiting at some point in their infant school life, due to sudden illness.

If a child needs support as defined above, parents will be notified that care has been or is being given to maintain the dignity of the child, and they will be asked to collect their child.

Some infant children will need regular, intimate care support, for instance due to a medical condition, or because they are not toilet-trained. School will work closely with parents to support a child in these circumstances.

Any infant child may need support due to 'leaving it too late' to tell and go to the toilet. Some older pupils will be able, with support, to manage some self-care. In some instances, this is the best way to support their dignity and minimise any feelings of embarrassment.

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 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/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.

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

Nursery children

Parents who have children in the Nursery 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.

How practical support will be given.

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

Hygiene

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

Safeguarding

Safeguarding 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 Enderby Road Infant and Nursery School are DBS (enhanced) checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim 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.

Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

Safeguarding 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

- 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.

Safeguarding for Volunteers

It is not appropriate or permissible for volunteers to carry out intimate care procedures.