

# CHELLINGTON CHURCH OF ENGLAND FEDERATION



## **Happiness Through Wisdom**

*"Gold there is, and rubies in abundance, but lips that speak knowledge are a rare jewel."*

**Proverbs 20:15**

**Christopher Reeves VA Primary School/  
St. Lawrence VA Primary School**

# **INTIMATE CARE POLICY**

**January 2023**

**Review Date: January 2025**

## **Introduction**

The Chellington Federation Church of England Federation is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of Federation life.

As a Church of England Federation, the schools promote a friendly, caring, family ethos where everyone works as a team to support each other across all areas of school life thus encouraging Happiness through Wisdom - "There is gold and a multitude of rubies; but the lips of knowledge are a precious jewel." Proverbs 20:15

In each school, we aim to build communities clearly based on Christian values. At Christopher Reeves, the whole community is encouraged to 'Live our Values' being strong and courageous to follow God's love and stand steadfast. "Be strong and courageous, do not be afraid, do not be discouraged, for the Lord, your God, will be with you wherever you go." Joshua 1:9

At St Lawrence we encourage all children to 'Let Their Light Shine' through the core values of hope (Letting our light shine gives us hope for the future.), courage (We have courage to Let our Light Shine.) and perseverance (When we persevere our light can shine). "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Matthew 5: 14-16

This policy, and its associated procedures and protocols, is based on these key principles.

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 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.

## **SEN and Inclusion**

The school recognises that some SEN cases may result in children arriving at school with under developed toilet training skills. This policy also aims to clarify the school's position on toileting needs in children who have no SEN needs and who soil regularly within the school day. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN & disability act 2001 & part 1v of the disability Discrimination act 1995.

## **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

## **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 EYFS). 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.

## **Intimate Care in EYFS**

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is:

*Manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.*

Prior to starting school, EYFS staff make a home visit where the child's needs in relation to toileting are discussed. If support is required, this will be provided in one of two ways:

- A designated staff member identified to support pupil's in case of occasional accidents
- An Intimate Care Plan in cases of greater support need and/or SEN

Where independent toileting is not possible and a child is using pull ups, parents are required to supply the necessary equipment such as pull ups and wet wipes. Spare clothes should also be provided where necessary.

## **Intimate Care in Key Stage 1 and Key Stage 2**

Any child that soils or wets will not be changed by any member of staff. However, we will provide a private secure room (such as our disabled toilet) where the child may change on their own. We will supply wet wipes, clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

## **Consent from Parents**

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 will be asked to sign a consent form prior to their child starting school, so that 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 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. 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.

If the parents and emergency contacts cannot be contacted the Executive Headteacher 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.

In the event of a child requiring regular intimate care, an intimate care plan will be drawn up with the child's parents detailing the level of care required. An example of an ultimate care plan can be found in Appendix 1.

### **Parental responsibility**

Prior to starting school, prospective parents will be reminded of the schools' expectation that pupils should be toilet trained before they start school. It will also include a sharing of this policy during parent's induction meetings in school. If a child is not fully toilet trained before starting school, the parents / carers must inform the school. A meeting will then be arranged prior to a start date being given. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded. It is essential that parents / carers recognise they are responsible for any training / changing routines for their child. School is not responsible for toilet training a child.

### **Staff responsibilities**

Other than the designated member of staff in each class, support staff will not be expected to undertake tasks associated with changing children who are incontinent, except under exceptional circumstances, such as when the child is clearly unwell. In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils. School does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene.

In cases of regular soiling, school will be pro-active in initiating a process (i.e. a TAF) to work with parents to resolve any problems, whether they be psychological or physical. Parents must engage proactively in this process with the care plan drawn up as part of a TAF meeting. This will be actively reviewed and next steps decided in accordance with the TAF process.

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
- 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.

### **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
- 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

**Volunteer Staff**

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

**Confirmation:**

This policy has been reviewed and agreed by the Governing Body on 12th January 2023 and will be renewed in January 2025.

If you require a hard copy of this policy, please contact the school office.

**Intimate Care Plan**

Pupil's Name:		Date of Birth:	
Reasons for the plan:			
Level of Supervision:			
What assistance is required:			
When:			
Where:			
By:			
Communication strategies with the child:			
<b>Facilities and Equipment</b>			
Equipment required:			
If toilet training programme, list details:			
<b>Arrangements when off site</b>			
This plan was completed by:			
Role:			
This plan was agreed by:			
Designation	Name	Signature	Date
Parent/Carer			
Executive Headteacher			
Teacher			

