

Clewer Green CE Aided First School

Hatch Lane, Windsor, SL4 3RL Tel: 01753 864544 Email: clewergreen@rbwm.org.uk

Headteacher: Mr M Tinsley



'Inspiring Children'

Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

'I can do all things through him who strengthens me'

Philippians 4:13

INTIMATE CARE POLICY

THIS POLICY **MUST** BE READ IN CONJUNCTION WITH OUR **CHILD PROTECTION COVID-19 ADDENDUM**

Aim

Our aim, in line with our distinctively Christian values, is for every child, to have the support that they need, and, by example and direct teaching, promote a Christian ethos within the school, whilst recognising that not all of its members will be practising Christians.

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 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. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the child's 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 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. Staff will always encourage children to attempt undressing and dressing unaided. In Foundation Stage, however, it will be necessary for Teachers and Teaching Assistants to help the children to get changed for PE and swimming. Children are currently wearing their PE kits to school due to Covid restrictions and so children do not need to change for PE in school.

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.

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 must complete and sign the permission form when their child starts school, so staff can clean and change their child in the event of the child soiling themselves (Appendix 1). Parents are currently asked to provide a change of clothes rather than using school supplies due to Covid restrictions.

If a parent has declined their consent via the consent form, 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 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 and PPE
- 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 a minimum as possible to carry out the necessary cleaning.
- Privacy is given which is appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are dealt with appropriately, using sanitising crystals
- If the incident occurs on the floor in the classroom, other children are quickly moved away and area cordoned off until cleaning can take place.
- Any soiling that can be, is flushed down the toilet
- Soiled underwear is put in a knotted nappy sack and clothes in a plastic bag, unwashed, and sent home with the child
- Cleaning will take place in the Intimate Care Room, with the door propped open slightly
- There will always be another adult present (outside the toilet) who is able to hear the adult/child discussion so they are aware what is happening.
- Children will be provided with clean, dry clothes

Following all soiling accidents parents/carers will be texted. If the child has had an 'accident' then they are able to stay in school, but if it was due to stomach illness then the parent/carer will be asked to come and collect their child. In order to prevent the spread of infection the child will then need to have at least 2 clear school days since symptoms (diarrhoea or vomiting) have ceased before returning to school e.g. if the last episode is on Monday then the child cannot return to school until Thursday. This is in accordance with the 'Guidance on Infection Control in Schools and Other Childcare Settings'.

All phone calls are to be logged on the yellow 'Phone Call Log' situated by the telephone in the Office. The form stipulates who cleaned the child and which other adult was present.

Hygiene

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

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 (not possible in FS)
- Be aware of and responsive to the child's reactions
- Always have a second adult with them

Safeguarding

All staff at Clewer Green are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily.

It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

Revised: October 2020
Review date: October 2021

_____ Date _____

Sarah Langley, Chair of Governors

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Permission form for the Provision of Care

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary, cleaned) as quickly as possible. Our staff are experienced and prepared to carry out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Clewer Green has an Intimate Care Policy which is available from the office for your information

Please fill out the permission slip below stating your preference.

Yours sincerely
Mr. Tinsley
Head Teacher

Name of Child.....Class.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Clewer Green CE First School.

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

IF YOU DO NOT RESPOND AND DO NOT RETURN THIS FORM WE WILL ASSUME THAT YOU ARE HAPPY FOR US TO CHANGE YOUR CHILD, IF NECESSARY.

Signature of Parent/Carer..... Date.....