



St Elphege's RC Infant and Junior Schools



Intimate Care Policy

Scope:	St Elphege's Infant and Junior Schools		Responsibility
Date Adopted:	January 2016		SFCAT
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Approved:	HT:		Policy Owner
			Headteacher



St Elphege's RC Infant and Junior Schools



'With God all things are possible'

St Elphege's RC Infant and Junior Schools will give every child the best possible education because each individual is uniquely created and precious to God. As a Catholic community, guided by the Holy Spirit, we will follow the example of Jesus Christ in all aspects of daily life.

With the help of God's love, the schools will seek to develop the whole child. Each child is uniquely created and precious to God and it is the Federation's mission, guided by the Holy Spirit, to nurture each child's spiritual, moral and academic growth.

Inspired by the teachings of Christ we will...

- Develop our children's faith, spirituality and joy in the love of God
- Educate our children to the highest standards thus realising their own potential
- Instil in our children the knowledge, skills and confidence to succeed and take pride in their achievements recognising we each have special gifts and talents
- Encourage everyone to be more than they thought possible, in a secure and loving environment
- Promote a caring community where we will all behave well. We will be dignified in our actions, demonstrating good manners, tolerance, kindness and generosity to ourselves and others
- Prepare our children today to become tomorrow's responsible and independent individuals equipped to face life's challenges
- Ensure our Federation is a happy, safe and welcoming place where we all enjoy learning, work hard, support one another and do our best
- Create an active partnership of love, joy and high expectations between children, parents, carers, staff, governors, parishes and the wider community

Inclusion statement

The school community will ensure that ALL children irrespective of race, ethnicity, nationality, gender (including those who identify as transgender), sexual orientation, ability, special educational need, disability, faith or religion, age, culture, socio-economic or home background will have equal access to the breadth of this policy.

The achievements, attitudes and well-being of all our children matter and the school will endeavour to promote their individuality. Children with learning disabilities and gifted and talented children will be allowed to express themselves according to their ability. Work will be differentiated to meet their needs and achievements will be celebrated.

This Policy will be implemented through on going consultation with all members of the school community and developments in law or statutory guidance.

Intimate Care Policy

The pastoral care of our children is central to the aims, ethos and teaching. At St Elphege's Schools we are committed to developing positive and caring attitudes in our children. It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child. In school, this may occur on a regular basis or during a one-off incident.

St Elphege's Schools are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Intimate care is any care which involves one or more of the following:

1. Assisting a child to **change his/her clothes**
2. **Changing or washing a child** who has soiled him / herself
3. Assisting with **toileting** issues
4. Changing a child's nappy
5. Supervising a child involved in **intimate self-care**
6. Providing **first aid** assistance
7. **Providing comfort** to an upset or distressed child
8. **Feeding** a child
9. Providing **oral care** to a child
10. Assisting a child who requires a specific **medical procedure** and who is not able to carry this out unaided. *

** In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.) Parents have the responsibility to advise the school of any known intimate care needs relating to their child.*

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Assisting a child to change his / her clothes

This is more common in our Foundation Stage. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given. Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

Changing a child who has soiled him/herself

If a child soils him/herself in school, a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. It may be that a child requires regular intimate care in school and therefore individual routines for that particular child are well-established. Or, it may be that a child has experienced a one-off or irregular issue. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate / need-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached a member of the Senior Leadership Team is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.
- The member of Staff who has assisted a pupil with intimate care will complete the appropriate records.

Child Protection/Safeguarding Guidelines

- Ensure that the action you are taking is necessary. Get verbal agreement to proceed from the child.

CARE - CONCERN - COMMUNICATE.

Pastoral Care Procedures

- Ensure the child is happy with who is changing him / her.
- Be responsive to any distress shown.

Basic hygiene routines

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.

Providing comfort or support to a child:

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens, staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

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. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Safeguarding Lead.

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Our Supporting Medical Conditions at School Policy outlines arrangements for the management of the majority of medications in school.

Parental permission must be given before any medication is dispensed in school- this form is also available on our website.

A small number of children will have significant medical needs and, in addition to the arrangements included in our Supporting Medical Conditions at School Policy, will have an Individual 'Health Care Plan'. This Health Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

Swimming

Our Key Stage 2 children participate in a swimming programme. Children are entitled to respect and privacy when changing their clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying, teasing or other unacceptable behaviour does not occur.

Where a child needs additional support for changing parental permission will be sought and a personal care plan will be drawn up so as to maintain dignity but increase independence.

Residential Trips

Residential educational visits are an important part of our upper Key Stage 2 school experience. Particular care is required when supervising pupils in this less formal setting. As with ExtraCurricular Activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by our Child Protection procedures and Positive Behaviour Policies. Some specific Intimate Care issues may arise in a Residential context and these can be added to the Individual Health Care Plan and discussed with the child's parents, the visit leader and class teacher.

Personal Hygiene

It is recognised that some children may need support with personal hygiene routines, such as brushing their teeth or general cleanliness, when in a residential setting. When supporting children with personal hygiene routines, staff will, as far as possible, ask groups of children general questions, such as: Have you brushed your teeth? Have you showered today? Staff will then instruct the children accordingly to attend to their personal hygiene independently. Other than in extenuating circumstances, if a child should require assistance with personal hygiene routines, this should be clearly outlined on an Individual Health Care Plan and discussed with the child's parents, the visit leader and the class teacher. In these circumstances, staff will follow the procedures laid out in this policy. It is also recognised that some girls in KS2 will require support in managing menstruation. This will be provided confidentially and sensitively, usually by a female member of staff who is nominated to the child to support her in managing her menstruation independently. Whilst it is encouraged that girls who have started menstruation have their own supply of sanitary towels in school, the school will also keep a supply and ensure that adequate provision is made for their disposal.

Showering

Children are entitled to respect and privacy when changing their clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations, and to ensure that bullying, teasing or other unacceptable behaviour does not occur. This means that staff should announce their intention of entering changing or dormitory rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually

intrusive behaviour. Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as children or shower with children.

Night Time Routines

It is established practice that the children's bedrooms are private spaces and anyone else wanting to enter the room should knock and announce their intention to enter. At bedtime, children are given a set amount of time to change and prepare for bed and will be told when the supervising teachers will visit the rooms to check all is okay and switch off the lights. A similar arrangement is in place in the mornings.

There are occasions when incidents take place during the night and the need arises to:

1. Assist a child to **change his / her clothes**
2. **Change a child** who has soiled him / herself
3. **Provide comfort** to an upset or distressed child
4. Assist a child who requires a specific **medical procedure** and who is not able to carry this out unaided

Guidance as above will be followed with the support of an additional member of staff in attendance.

School Responsibilities

All members of staff working with children are vetted through an enhanced Disclosure and Barring Service Check. This includes students, over the age of 18, on work placement and volunteers who may be left alone with children. Additional vetting includes criminal record checks and two references. Only those members of staff who are familiar with the intimate care policy and other Pastoral Care Policies of the school are involved in the intimate care of children. Where anticipated, intimate care arrangements are agreed between the school and parents and, when appropriate and possible, by the child. The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Teacher for Child Protection.

Guidelines For Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs. Members of staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard both children and staff.

1. **Involve the child in the intimate care.** Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices.
2. **Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.** Care should not be carried out by a member of staff working alone with a child.

3. **Make sure practice in intimate care is consistent.** As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
4. **Be aware of your own limitations.** Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.
5. **Promote positive self-esteem and body image.** Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
6. **If you have any concerns you must report them.** If you observe any unusual markings, discolouration or swelling report it immediately to the Designated Teacher for Child Protection. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated child protection teacher. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

Working with Children of the Opposite Sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- Other than in extenuating circumstances, there is an additional member of staff present throughout;
- When intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place;
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;
- Report any concerns to the Designated Officer for Child Protection and make a written record;
- Parents must be informed about any concerns unless there has been a disclosure in relation to the parents which would place the child at a greater risk by informing them, in line with Child Protection guidance and procedure. In this scenario, a report must be made to the Designated Child Protection Teacher or, in their absence the Deputy Child Protection Teacher. If this is not practical, any member of staff can make a referral to the MASH team (see Child Protection Policy).

Communication With Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress, children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- Make eye contact at the child's level;
- Use simple language and repeat if necessary;
- Wait for response;
- Continue to explain to the child what is happening even if there is no response; and □ Treat the child as an individual with dignity and respect.

Appendix 1

Information for Parents and Carers on Intimate Care in Early Years

Who will change the nappy/wet/soiled clothing?

- Two EYFS staff.

Where will changing will take place?

- In the Nursery toilet area, on a changing mat or in another school toilet with designated changing facilities.
- The nappy changes will be recorded on a chart.

What resources will be provided?

- A changing mat, aprons, gloves, antibacterial wipes, nappy sacks, *nappies, *baby wipes, *cream (*to be supplied by parent/carer)

How will the nappies be disposed of?

- Put in a nappy sack and in the hygienic disposal nappy bin.

What infection control measures are in place?

- Staff will wear disposable gloves and aprons.
- Changing area will be cleaned after use.
- Hot water and antibacterial liquid soap is available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels are available for drying hands.

What will the staff member do if the child is unduly distressed by the experience?

- Staff will comfort and reassure the child, talk through what they are doing and ensure the change is completed swiftly to ensure the stress is not prolonged.

What will the staff member do if he/she notices marks or injuries on the child?

- Follow the school safeguarding policy and report it to the Designated Safeguarding Lead.

How often will the child be changed?

- The school will change the child in any three hour session or as and when the child soils themselves or becomes uncomfortably wet.

How will this be reported to the parents?

- The school will monitor the number of times the child is changed and report to the parents.

Intimate Care Monitoring- EYs

Date	Time	Child	Reason & Action	Staff Member 1	Staff Member 2	Location