



## **Policy Statement for Intimate Care**

### ***Brookfield Mission Statement:***

*We nurture the skills, creativity and confidence of all individuals to realise their full potential. We achieve this within a happy, caring and stimulating environment in which all successes are celebrated.*

Date agreed: 14<sup>th</sup> March 2012 (Gov Body)

Date of Review: Spring 2015

Personnel Committee 8<sup>th</sup> Feb 2012

In this document we aim to provide guidelines in relation to the intimate care of children arising from such issues as incontinence, 'toilet accidents', and other incidents that may require a child to remove their clothes.

### **Introduction**

Intimate care can involve risks for both the child and any adults in attendance. These guidelines seek to minimize such risks while caring for pupils' needs and well being.. The principles adopted in these guidelines are:

1. Children have a right to feel safe and secure
2. Children should be respected and valued as individuals.
3. Children have a right to privacy, dignity and a professional approach from staff when meeting their needs.
4. Children have the right to information and support to enable them to make appropriate choices.
5. Children have the right to complain and have their complaint dealt with.

This policy applies in school and on any off site activity including residential trips.

### **Good Practice**

Each incident is different and staff will make a judgment whether to contact a parent of a carer to come to the school to attend to the child, this will depend on the severity of the situation, special needs or the age of the child. For children in the Foundation Stage and KS 1, a change of clothes and a note home will be the standard procedure for 'toilet' accidents. It is essential that all staff are familiar with our Safeguarding Policy and procedures. If staff are concerned about a child's actions or comments whilst carrying out intimate care, this should be recorded and discussed with the school's Designated Officer for Child Protection.

### **Number of adults in attendance**

Ideally two adults should be in attendance as this provides mutual support in case child protection allegations are made. However, it is recognized that this is not always possible as staff numbers and availability may preclude it. In these circumstances the nature and the knowledge of the child must be used to help assess the risk. The dignity of the child must also be considered; two adults may be

inappropriate. If only one adult is to be in attendance then, whilst maintaining discretion, ensure another adult knows why the child has been withdrawn from class.

### Which adults should attend

It is not appropriate for volunteers or helpers to provide intimate care. Only school staff should provide care. Male adults should not normally be involved in providing intimate care for girls. Religious and cultural values must always be taken into account.

### Location

Whilst privacy is necessary, the area should be accessible to another adult if they are needed. The medical room has appropriate protective clothing and equipment; it also has a stock of sanitary products. .

### Caring

Girls who have started their periods can seek support from any female member of the teaching and support staff. It is expected that girls of this age are able to sort themselves out although we recognize the need for emotional support

All children should be spoken to by name and given explanations of what is happening. Encourage the child to care for him/herself as far as possible. Be aware of the child's reactions. Items of spare clothing are readily available.

### Hygiene

When washing always use a disposable flannel or baby wipes and encourage the child to wash private parts of their body. The provision of gloves and aprons should be readily accessible. Used items must be disposed of appropriately. Supplies of cleaning materials should be provided for cleaning and disinfecting any soiled surfaces.

### Recording

All incidents involving intimate care are recorded with date, time, name of child, nature of the incident and the adult(s) in attendance. A note will be sent home informing the parents.

### Regular Occurrences

When it becomes evident that a child has an on-going problem that requires regular intimate care intervention, the school should seek to make arrangements with the parent/carer for the long-term resolution of the problem. This may involve external health professional.

### Confidentiality

The dignity of the child must be respected so as much as possible should be kept confidential between child, school and parent/carer.

### Support for Staff

It is important that staff involved in providing intimate care are supported and trained where necessary and that staff have the opportunity to raise their own concerns and issues.