



## Wychbold First and Nursery School

### Intimate Care Policy

#### **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

Wychbold First and Nursery school is responsible for the care of all children, whatever their needs or difficulties, including children with learning and physical difficulties who have an increased dependency and require practical support with their intimate care needs at school, it is expected that we will support the children with their intimate care.

#### **Definition**

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Intimate care is a high risk activity in terms of abuse and it is particularly important that there are guidelines on intimate care, both to protect those being cared for and the staff who care for the children's needs. We take the view that everyone is safer if expectations are clear and approaches are as consistent as possible.

Therefore, our guidelines have the following goals:

- To protect the children and the staff who are asked to carry out intimate care tasks.
- To outline a system that works effectively for the child, ensuring a consistent approach is undertaken and that approaches to intimate care are not marked different between individuals.

## **Guidelines**

### **Children and their parents should have the confidence in the staff**

All staff involved in intimate care routines will have been police checked. Parents will receive a copy of the school's intimate care policy and will be offered an opportunity to discuss their child's needs with an appropriate member of staff.

### **Safeguarding for children and adults.**

The child should be enabled and encouraged, as far as is reasonably possible, to contribute to his/her own intimate care.

### **Ensure privacy, appropriate to the child's age and gender**

The school takes the view that privacy is important. All children will be changed in a discreet area. Someone who has a positive long term relationship with the child should ideally carry out intimate care tasks.

### **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 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.

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 Head Teacher 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.

### **Supporting dressing/undressing in the Nursery**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in Nursery. Staff will always encourage children to attempt undressing, dressing, toileting and cleaning unaided but often, younger children will require support especially with soiling. If help is required a member of staff will ensure that:

- The member of staff will get all of the necessary equipment to hand i.e., protective gloves, wipes, changing mat change of clothes from the accessible cupboard.
- 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
- Children are helped in the nursery toilet area. If the child is helping with the procedure the help may be given by the toilet cubicles, if the adult needs to clean up the child, help may be given on a changing mat by the sink area.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- All spills or soiling are wiped up and flushed down the toilet
- Any wipes will be put in a bag and taken to the sanitary bin.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

#### **Procedures for children in Reception, Owls and Eagles class.**

- A member of staff will talk to the child to reassure them
- The member of staff will get all of the necessary equipment to hand i.e., protective gloves, wipes, change of clothes from the accessible cupboard.
- The child will be asked if they need any help and will be encouraged to contribute towards their own intimate care as much as possible.
- If help is not needed, a member of staff will stay outside of the toilet area and will give the child the items to tend to themselves.
- If help is needed another staff member will be asked to support and stay by the toilet area while the member of staff helps to change/clean the child.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- All spills or soiling are wiped up and flushed down the toilet
- Any wipes will be put in a bag and taken to the sanitary bin
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

#### **Procedures for disabled children**

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. The majority of care is carried out by one staff member / carer alone with one child. The practice of providing one-one intimate care of a child alone in the disabled toilet is allowed if this need is identified and parents/ carers agree. To promote safeguarding, a form will be updated at every change which will record details of the change.

**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 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. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

Reviewed  
Summer 2012

**Permission form for the Provision of Care**

If a child wets or soils themselves while they are at nursery or reception it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task.

If preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

We have an Intimate Care Policy which is available to view.

Please fill out the permission slip below stating your preference.

Yours sincerely  
Mrs R Hughes  
Head Teacher

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

**Please delete as appropriate**

\*I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves

\*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.

Signature of Parent/ Guardian.....

