

INTIMATE CARE POLICY

PURPOSE

MILE SCHOOL expects that all staff and volunteers in our school recognise where a student is at risk of, or is actually being harmed and do all they can to reduce further risk or harm. The school recognises that there are instances where the intimate care of students is necessary and that these processes are personal experiences for young children. The school will always ensure to make these processes as reassuring, comfortable and safe as possible for both the students and the teachers.

A. DEFINITION

“Intimate care” refers to any care which involves washing, touching or carrying out a procedure to intimate, personal areas which most people would normally carry out themselves, but some pupils are unable to do so because of their age, physical difficulties or special needs. In most cases this involves procedures associated with personal hygiene such as washing, toileting, nappy changing and dressing. It also includes supervision of pupils involved in their own intimate self-care.

B. INTIMATE CARE AND SAFER WORKING PRACTICE GUIDELINES

MILE SCHOOL expects that Intimate Care should always be done by the students themselves, and students should always be encouraged to take responsibility for their own toileting needs. The school does however recognise that in some instances a member of staff might have to intervene and assist with the intimate care of a student due to their age, special needs or due to the specific nature of their incident. The school is aware that the assistance with intimate care involves safeguarding risks for children and members of staff as it may involve the looking at, or the cleaning of private parts of a student’s body. As such the school expects all members of staff to follow Safeguarding and Child Protection procedures at all time. The following guidelines are to be followed during Intimate Care to ensure safer working practice:

- At no point during intimate care will a member of staff be allowed to have their mobile phone, or any other electronic device with photo taking or video recording capabilities with them.
- Where possible a member of staff will change a student or assist with intimate care when there is another member of staff in the room.
- If this is not possible the member of staff must inform another member of staff that they are about to assist with the intimate care or changing of a student.
- Where possible a student must be assisted by a member of staff of the same gender.

This particularly applies to older children.

- The member of staff will record the intimate care task on the **INTIMATE CARE RECORD SHEET** or on the school App Kindertap.

C. INTIMATE CARE PROCEDURE

The student will be taken to a private area, such as a gender appropriate toilet or a room with adequate screening.

- Students in Year 1 and above should only be changed/receive Intimate Care standing up, unless a physical disability does not allow them to do so, in which case a mat, changing bed or suitable surface should be used.
- The member of staff will signal their intention to change a child's nappy or assist with intimate care and ask for the child's consent and respect the child's right to withdraw it.
- The member of staff will speak to the child personally by name so that they are aware of being the focus of the activity and are able to feel safe and secure.
- The member of staff will give explanation of what is happening in a straightforward and reassuring way, this will enable the child to be prepared for and to anticipate events. This will also support their understanding of the toileting procedure.
- The member of staff will, where possible, encourage the child to wipe private parts of the body themselves during intimate care, to encourage dignity and independence.
- The student's parents/guardians will immediately be contacted and informed that intimate care tasks have been carried out.

D. FIRST AID AND INTIMATE CARE PROCEDURE

If a child has injuries to a private area of their body, the same principles of privacy and safeguarding mentioned above will apply.

- A second member of staff must be present at all time during the treatment of a student.
- Where possible a member of staff of the same gender should assist the with the treatment.
- If this is not possible any other member of staff should be present unless a student expresses that he/she is uncomfortable with having that member of staff there, in which case an appropriate member of staff has to be summoned for assistance as quickly as possible.
- The student should be asked to show a member of staff the injuries. If necessary, the student should remove their own clothing in a private room.
- An older sibling in the school can assist with the change of clothes if he/she volunteered to do so but the school nurse or a member of staff of the same gender should be present at all time.

- If the genitals are injured, e.g. hit by a ball, a cold compress may be applied by the child on top of their clothing.
- For injuries where there is bleeding the parents/guardians should be contacted to attend to it, unless it is a medical emergency causing immediate distress.
- All members of staff involved in the treatment will complete and sign a TREATMENT OF INTIMATE PARTS form and hand the original to the Principal and a copy to the Health and Safety officer for filing.
- Parents must be informed of any injury to a student's intimate areas.

E. CHANGING NAPPIES POLICIES

Mile School expects that all practitioners are inclusive to all children and give consideration to the individual needs of each child. Toilet training should be seen as a self-care skill that all children should have the opportunity to learn through the full support and non-judgmental concern of adults.

Basic Principles: At Mile School staff will bear in mind the following key principles when changing a child's nappy:

1. Children have the right to feel safe and secure
2. Children will be respected and valued as individuals
3. Children have a right to privacy and dignity
4. In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures
5. To ensure children are comfortable and happy, nappies will be checked every three hours and changed if wet or soiled.
6. Staff should signal their intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their development.
7. Staff should always change children in the nappy-changing area which, whilst allowing for privacy are not closed off.
8. Children must never be left unattended on the changing table.

Working with Parents/Carers: Practitioners will work with parents when developing a child's nappy changing routine. Where parents are present, e.g. during the settling in period, they will be asked to change their child's nappy. If a child has any disability or medical need that may affect the personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers. Parents will be asked whether or not they have any particular need or any special words or actions used during their nappy changing procedure. Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session

(ie badly soiled nappy/strong urine etc) or recorded in the App Kindertap.

Achieving Continence: At Mile School we will encourage all children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations. In addition to this, a child's key person will ensure that nappy changing times are relaxed and a time to promote increasing independence.

Protection for Staff: As far as possible, a member of staff will carry out nappy changing procedures. Protection for that person will be undertaken in the following ways:

1. Staff will be trained in good working practices which comply with Health and Safety regulations.
2. Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include what personal care tasks were carried out, by who and the time and date it was completed.
3. If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
4. Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead immediately.
5. To ensure the safe moving and handling of children, children will use 'steps' (small ladder) to independently climb onto the changing area, with support provided if needed.

Changing nappies procedures followed by staff:

1. Prepare the changing mat by cleaning it with antibacterial spray.
2. Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required (NB – where cream is used the child should have their own named cream and written permission obtained from the parent).
3. Wash and dry your hands and put on a pair of disposable gloves. (NB – staff must put a fresh set of gloves on for every child that has a nappy changed).
4. Support the child on to the nappy changing unit using the 'steps' (small ladder).
5. Remove the child's clothing to access the nappy.
6. Staff members will then remove the child's nappy and clean the area, always from front to back using wipes or soapy water. Children will be dried with a towel provided by the family (every day is a clean towel) and cream provided by the parents/carers can be applied on the area. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy and a clean set of clothes if required.
7. If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
8. The staff member must then wash the changing table with antibacterial spray.

9. Soiled nappies will be placed into a tie handle bag, then placed into the designated nappy bin.
10. The staff member must then place the used gloves in the bin provided, wash their hands with liquid antibacterial soap and running water, and then dry them on a disposable paper towel.
11. Staff will help the child to wash their hands using liquid soap, warm water and paper towel, and take them back to the room to continue with their activities/play.

Toilet Trained/Training:

1. If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability to use a toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.
2. Staff members will also ensure that toilets are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
3. When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
4. The staff member will put on pair of disposable gloves.
5. Remove the wet/soiled clothes from the child.
6. Clean the areas that need cleaning.
7. The staff member will talk through with the children what they are about to do so that they are happy and understanding. If a child is capable of doing so, they can help with the removal of any clothing.
8. Wet/soiled clothing will be put into a bag so that they can be sent home.
9. The staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.
10. Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the room to continue with their activities/play.
11. Staff will return to the changing area and clean the area using the cleaning materials and liquids provided. The area will then either be closed until dry or a wet sign would be placed up.

Parental Responsibilities: Parents understand and agree the procedures that will be followed when their child is changed at school.

F. SAFEGUARDING AND CAUSE FOR CONCERN

If a child is regularly coming to school in very wet or soiled underwear, or there is evidence of excessive soreness that is not being treated, or members of staff are concerned about a child's actions or comments whilst carrying out any personal



care or first aid, the concern must immediately be reported using the school's **Cause for Concern Procedure**.

References:

Legal Framework: Statutory Framework for the Early Years Foundation Stage

General Guidance: Development matters in the Early Years Foundation Stage