

Redfield Edge Primary School



Intimate Care & Appropriate Contact Policy

Date reviewed	July 2023	Next review	July 2024
Policy type	Non-statutory	Review frequency	Annual
Responsibility			
Date approved by Committee:			
Signed (Chair of FGB)	Name (Chair of FGB) Dave Taylor	Signed (Head Teacher) <i>L Robinson</i>	Name (Head Teacher) Lisa Robinson
Ratified by FGB on	Signed (Chair of Governors) <i>D Taylor</i>	Name (Chair of Governor) Dave Taylor	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices		Date	
EIA CARRIED OUT BY:		EIA APPROVED BY:	

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		x
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		x
Gender Reassignment (transsexual)		x
Marriage and civil partnership		x
Pregnancy and maternity		x
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		x
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		x
Gender (male, female)		x
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x

Any adverse impacts are explored in a Full Impact Assessment.

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At Redfield Edge Primary School we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity, compassion and respect.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control.

This policy is aimed at

- ensuring staff feel empowered to undertake their professional duties in this area of care safely.
- providing transparency to parents
- enabling method of consent to parents

Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that requires direct or indirect contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

1. Procedure

1. There shall be a high awareness of child protection issues. If a member of staff has any concerns regarding child protection he/she will immediately report these concerns to the Designated Safeguarding Lead / Headteacher.
2. Redfield Edge Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The school recognises that there is a need to treat all children with respect when intimate care is given and no child should be attended to in a way that causes distress or pain.
3. Staff will only carry out intimate care with the prior permission from the parent/s (See Appendix 2).
4. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can.

5. Staff will seek the child's consent for intimate care procedures and inform the child what is happening.

6. Individual Care Plans will be drawn up for any child requiring regular care. Parents will provide continence products and changes of clothing if frequent changing is necessary.

7. Each child's right to privacy will be respected. In all cases where intimate care is required two staff members will be present.

8. In the event of occasional accidents where a care plan is not in place, parents/carers will be informed the same day. Parents of children requiring a shower will be contacted immediately. Where no prior consent for intimate care has been given the parent will be contacted immediately for consent, change of clothes etc.

9. Staff will complete the Record of Intimate Care (See Appendix 1) after each care is given.

2. Health and Safety

Staff should always wear an apron and gloves when dealing with a soiled nappy or a child who is soiled. Waste should be placed in the designated bins.

Staff members will have access to:

- PPE (gloves and an apron) for use during intimate care
- Nappy/soiled underwear changing is undertaken in the appointed toilet on the changing mat.
- Parents/carers are informed of all nappy changes/soiling accidents.
- A new set of gloves and apron to be worn for every nappy/soiled underwear hanging.
- The changing mat must be cleaned using anti-bacterial cleaner prior to any changing.
- Child to be placed on a mat during a nappy/underwear change.
- Soiled nappies to be placed in double polythene waste disposal bags which can be securely sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste (located in the medical room). Staff should be aware of the school's Health and Safety Policy.
- Any soiled clothes to be sent home in separate double polythene waste disposal bags.
- All cleaning wipes to be placed in double polythene waste bags for disposal.
- Before dressing the child dispose of all personal protective equipment in a double polythene waste disposal bag in the appropriate bin.
- Both staff member and the child must wash their hands for at least 20 seconds before returning to class.
- Changing area/mat should be thoroughly cleaned using anti-bacterial spray and cleaning cloths.

3. Care Plan

Where regular intimate care is required, for instance, in the case of a medical need, a care plan will be drawn up outlining the procedures to be used with the individual pupil. The class teacher and SENDCO will manage and review care plans.

4. Pupils in Distress

The school recognises that there may be times when a pupil is distressed and needs to be comforted and reassured and this might include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation.

5. Appropriate reassuring touch

An example of reassuring touch would be a hand on the child's shoulder, a pat on the arm, a hug or for EYFS and Year 1 pupils might seek reassurance and comfort from sitting on a lap.

Redfield Edge's values of compassion, respect and honesty inform our caring approach that also respects the individual's rights to refuse contact.

Staff will seek the child's consent before a reassuring touch action and respect the child's response. Staff can exercise their right to refuse physical contact with a child and use verbal and visual reassurances.

Judgment will need to take account of the circumstances of a pupil's distress, their age, the extent and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond.

Particular care must be taken in instances which involve the same pupil over a period of time.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice from the Headteacher.

6. Menstruation

Girls who are in the early stages of puberty may need support from a female member of staff. Where such assistance is required girls will be provided with sanitary towels and treated sensitively.

7. Physical Education and Other Skills Coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment.

Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

8. Changing Clothes

Young people are entitled to respect and privacy when changing 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 or teasing does not occur. When changing for physical activity pupils will be supervised. Where pupils are separated by gender, either both groups of pupils will be supervised at the same time, or one adult will move between the two groups to ensure supervision.

9. Out of School Trips, Clubs etc

Employees should take particular care when supervising pupils on trips or a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and guidance regarding out of school activities.

To ensure pupils' safety, increased vigilance may be required when monitoring the behaviour of pupils on trips or after school activities etc

Meetings with pupils away from the school premises where a chaperone will not be present are not permitted unless specific approval is obtained from the head teacher or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a child.

If staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

Related Policies

Safeguarding and Child protection policy

Staff Code of Conduct

Keeping Children Safe in Education

Behaviour Policy

Whistle Blowing Policy

Appendix 1

Record of Intimate Care

Name	Date	Time	Reasons for Intervention	Staff Involved	Signature

Appendix 2

Permission form for intimate care

Dear Parent / carer,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying 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.

Redfield Edge Primary School has an Intimate Care Policy which is available to view on our website. Please fill out the permission slip below stating your preference. This permission is annual.

Yours sincerely

Lisa Robinson

Head Teacher

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

Please tick ONE.

() I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Redfield Edge Primary School.

() I do not give consent for my child to be changed and cleaned if they wet or 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 my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to support my child.

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