



**Moulsham**

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Junior School

## **Intimate Care Policy**

Ratified by governors: Summer Term 2014

Next review: Summer Term 2018

# Moulsham Junior School Intimate Care Policy

*sharing, supporting, striving, succeeding*

Date of Policy: May 2014

This policy represents the agreed principles for intimate care throughout the school.

This policy has been agreed by all staff and governors within the school.

Our mission

*'To work together enthusiastically so as to inspire children to achieve their personal best and be well equipped for the future'*

## **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 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 how intimate care is administered.

## **Principles**

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible the child should be allowed to exercise choice and should be encouraged to have a positive image of his / her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young person's right to privacy and dignity is maintained at all times.

## **Definition**

Intimate care is one of the following:

- Support with dressing / undressing.
- Providing comfort or support for a distressed pupil.
- Assisting a pupil requiring medical care who is not able to carry this out unaided.
- Cleaning a pupil who has soiled him / herself, has vomited or feels unwell.

## **Supporting dressing / undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt dressing and / undressing unaided.

## **Providing comfort or support**

Children may seek physical comfort from staff. 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 and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender and situation of the child.

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.

## **Soiling**

If a child soils themselves during the school day, parents, carers or other emergency contact will be contacted and given specific details about the necessity to clean the child.

If the parent / carer or emergency contact is able to come within a few minutes, the child must be comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not to be left on their own whilst waiting for a parent to arrive: an adult must stay with them and give them comfort and reassurance. The child will remain dressed at all times and never left partially clothed.

If a parent, carer or emergency contact cannot attend, the school will seek to gain verbal consent from parents / carers for staff to clean and change the child. The permission will be sought on each occasion that the child soils him / herself.

If the parents and emergency contacts cannot be contacted the Headteacher 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.

When touching a child staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned staff will make sure that:

- Protective gloves are worn.
- 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.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit, blood or excrement are wiped up and disposed of appropriately and hygienically.
- Any soiling that can be is flushed down the toilet.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

## **Hygiene**

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

## **Protection for Staff**

Members of staff need to have regard to the allegations being made against them and take precautions to avoid this risk. These precautions should include:

- Working with another member of staff to take any necessary actions.
- Allow the child a choice in the sequence of care.
- Be aware of, and responsive to, the child's reactions.

## **Safeguards for Children**

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Moulsham Junior School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

This policy will be reviewed every four years or earlier if necessary.