



# West Thornton Primary Academy

## **Intimate Care Policy**

**Date: October 2018**  
**Review Date: October 2019**  
*(Ratified 16<sup>th</sup> October)*

# Intimate Care Policy

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## **INCLUSION AND SAFEGUARDING STATEMENT:**

We are committed to building futures in a welcoming and supportive learning environment, in which all pupils feel valued and challenged to be resilient thinkers, active learners with transferable skills and have an appetite for world learning.

At West Thornton Academy all pupils are valued inspired and respected within our happy, welcoming academy community. We set high expectations for all our pupils.

Practitioners give every pupil the opportunity to experience success in their learning, by providing a relevant and challenging curriculum with an emphasis on personalised learning.

All children have unique experiences to share. At West Thornton we celebrate this diversity by valuing the contribution of all pupils and providing an environment that encourages interdependence and autonomy in their learning.

Our Academy is committed to safeguarding and promoting welfare of children and expect staff to share this commitment.

### **Introduction**

#### **Purpose**

- to safeguard children and ensure they are treated with sensitivity and respect.
- to clarify guidelines for intimate care for staff required to operate in sensitive situations
- to work in partnership with parents.

#### **Principles**

- every child is treated as an individual and care is given gently and sensitively.
- carers should be aware of the importance of helping children develop as far as possible towards independence in personal care.

#### **Practical Guidelines**

#### **Children's Centre Staff Guidelines**

Staff do not change any baby or toddler in the Centre. They will show parent/carers where the changing facilities are to be found. If the child is in the crèche the parent/carers will be contacted on site to come and change the child.

## **EYFS and School Guidelines**

### **Supporting dressing/undressing and wet accidents.**

The school considers that helping a child with an outer layer of clothing (e.g. a sweatshirt or coat) is not an intimate act and therefore acceptable.

Sometimes it will be necessary for staff to aid a child dressing or undressing, particularly in the early years, for example following a wet accident. If this occurs staff will

- always encourage children to attempt undressing and dressing independently.
- staff will ensure that they have informed a colleague when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.
- protective gloves will be worn when dealing with incontinence accidents and clothing placed unwashed in a bag for the parents to take home.
- if staff are concerned in any way parents will be sent for and asked to assist their child.
- the change of clothes will be recorded and parents informed.

### **Soiling**

Staff will use common sense when tending to a child who has soiled themselves during the school day.

If a child's underwear needs to be changed due to a soiling incident the child will be asked to change their underwear in private and carry out the act themselves where possible.

Staff will call a parent or carer on the Emergency Contact List to change a child after a soiling incident when they feel that this is appropriate. Staff will make the child feel as comfortable as possible and reassure the child while waiting for the parent to arrive.

Particularly with younger children, staff may need to carry out some cleaning to maintain the child's dignity and comfort. If a child needs to be cleaned, staff will do so on a voluntary basis and will make sure that:

- *a colleague is in attendance*
- *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 a minimum in order possible to carry out the necessary cleaning;*
- *privacy is given appropriate to the child's age and the situation;*
- *soiled clothing is put in a plastic bag, unwashed, and sent home with the child.*

A record of the incident will be kept in school and the parent will be informed.

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 has a medical condition which is likely to lead to soiling and subsequent staff intervention, the parents will be asked to sign a Medical Care Plan so that the child's needs can be provided for.

### **Providing comfort or support**

Children may seek physical comfort from staff (particularly children in Early Years).

Where children require physical support, staff need to be aware that physical contact must be kept to a minimum. When comforting a child or giving reassurance, the member of staff must ensure that at no time can the act be considered 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.

If a child requires physical comfort from a member of staff, this should always be in the presence of another member of staff or adult.

### **Medical Care**

Pupils requiring short term and long term medical care involving intimate care, will receive this care in line with the child's Medical Care Plan. The content of any Medical Care Plan will be discussed and agreed with the relevant medical body.

**Other policies to consider:** Medical Conditions Policy, Child Protection Policy, Code of Conduct

