

# Aylesford School

and Sixth Form College



learning together from 4 to 18

## PRIMARY SCHOOL PHASE

## INTIMATE CARE POLICY

Written: January 2021  
Next Review Date: January 2023  
Lead: Director of Primary Education  
Via: Standards, Personnel and Curriculum

**'from potential to reality'**

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A charitable company registered in England and Wales, company number 7848367  
**Headteacher: Tim Hodgson**

## **Contents:**

### **Statement of Intent**

Aylesford Primary 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. At Aylesford School we recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

### **Our approach to best practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required. 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 him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Nappy changing of any child, regardless of age, always takes place in the Hygiene Suite where other staff are always in close proximity. Wherever possible the same child will not be cared for by the same adult on a regular basis unless specific additional needs require this support. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **The Protection of Children**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills, carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue/s is resolved so that the child's needs remain paramount. Further advice to be taken from outside agencies as required. If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Keeping children safe in Education: Statutory guidance for schools and colleges 2020).

### **Health and Safety**

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed and placed inside another polythene bag. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste in the Hygiene Suite. Staff should talk to the child about what they are doing, offering reassurance and guidance, as they are changing a nappy or dealing with a child who has soiled themselves. Where possible the child should be encouraged to

clean themselves using the wet wipes provided and under the supervision of the adult present. If the child is unable to manage this independently, the adult will clean the child using the wet wipes and disposing of them in a nappy bag, sealed and placed within the designated bin. Soiled clothes will be placed in a sealed bag and returned to parents at the end of the session with a verbal explanation of the incident. Incidents will be logged on Intimate Care records which include the circumstances the incident occurred in and the support provided. These records are kept securely in the classroom.

### **Special needs**

Children with additional needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty will be considered with regard to individual teaching and care plans for each child.

### **Guidance to safeguard children and education staff**

#### **Physical Contact**

All staff engaged in the care and education of children and young people will exercise caution in the use of physical contact. The expectation is that staff will work in a 'limited touch' culture and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background. Staff are aware that even well intentioned physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny.

#### **Pupils in distress**

There may be occasions when a distressed pupil needs comfort and reassurance that may 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.

#### **First Aid and intimate care**

Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken. First aid procedures are documented in the Accident book (kept in the Practical Area) and written feedback in the form of a green slip will be passed on to parents who may be given verbal information concerning the accident. Parents of children who are still in nappies or pull-ups, should provide clean nappies & wipes and a record will be signed by staff of when the child has had their nappy changed with a time & date. Support will be provided by staff to both parents and children to encourage toilet training when appropriate.

#### **Staff training and support**

Training for staff involved in children's care will be given by the EYFS and Designated Safeguard Lead. Staff will be trained in line with the school's Safeguarding policy, ensuring that all children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Training will be delivered on an annual basis and updated if there is a change in a child/children's circumstances. When caring for a child with specific medical needs, the appropriate agencies may be consulted for support and advice, for example Compass or IDS.

### **Physical Education and other skills coaching**

Staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in PE, demonstrating an exercise or the use of equipment. Staff are aware of the limits within which such contact should properly take place. Reasonable help can be offered to children when they are learning to undress and dress for PE. This should take place in the classroom in full view of other members of staff.

**NB: Some of our policy statements will be subject to change to take account of the current pandemic. Please see our current covid risk assessment on the school website for the most up to date information.**

Further Guidance • 'Keeping children safe in Education: statutory guidance for schools and colleagues (2020)

Signed on behalf of the Governing Body Role of signatory (e.g. chairperson etc.)