"In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets." Mathew 7:12

This policy has at its core, the above quotation and reflects the need for fairness and forgiveness.

Keevil Church of England Academy - Intimate Care Policy

Keevil Church of England Academy is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs. Intimate care is defined as: ' a*ny 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 unable to do*.' Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Academy Council recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Intimate care is any care which involves one of the following:

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him / herself
- Assisting with toileting issues
- Supervising a child involved in intimate self-care
- Providing first aid assistance
- Providing comfort to an upset or distressed child

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Assisting a child to change his / her clothes

- This is more common in our Foundation Stage. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.
- Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

- Staff will always ensure that they have a colleague in attendance 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. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

Changing a child who has soiled him/herself

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt and support any training programme requested by a child's GP and/or the school doctor or parent.

Permission is sought as children enter Early Years Foundation Stage (EYFS) and slips are kept on record.

- All FS staff are informed of those children where no permission is given.
- Where a child has continuing incontinence problems (i.e. past EYFS) parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'.
- The school also keeps a stock of spare clothes in various sizes.
- EYFS staff have access to a private bathroom area with a toilet and hand basin with access to warm water.
- There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do.

If a child soils him/herself during school time, one member of the FS staff (teacher, TA, MDSA) will help the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.
- At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer.
- In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.
- Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly to ensure that he/she is clean before leaving to go home.
- It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills

Child Protection/Safeguarding Guidelines

- Only necessary action is taken.
- Verbal agreement is obtained before proceeding.
- Staff communicate with children throughout any procedures to inform and reassure.
- Two members of staff will be present.
- Where possible children are able to choose a member of staff they feel comfortable with to undertake any intimate care.
- Staff always respond to any distress shown.

Basic hygiene routines

- Staff wear disposable gloves and any other PPE as appropriate and required.
- Soiled clothing is sealed in a plastic bag for return to parents.

Providing comfort or support to a child:

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, 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 professionally appropriate to the age and context.

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 touches a member of staff, as noted above, his should be discussed, in confidence with the Designated Safeguarding Lead.

Parental permission must be given before any medication is dispensed in school- this form is also available on our website.

A small number of children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

Policy Reviewed – March 2022