



*Creative
Education
Trust*

Intimate Care Policy

Scope

1. This policy represents the agreed principles for intimate care throughout the Creative Education Trust Schools. This policy should be read in conjunction with our Safeguarding Policy, Equalities Policy and Health and Safety Policy.
2. The purpose of this policy is:
 - a. To safeguard the rights and promote the best interests of our pupils
 - b. To ensure pupils are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
 - c. To safeguard adults who are required to operate in sensitive situations
 - d. To raise awareness and provide a clear procedure for intimate care
 - e. To inform parents/carers of how intimate care is administered
 - f. To ensure parents/carers are consulted in the intimate of care of their children

Principles

3. It is essential that every pupil is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, a pupil 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 pupil's position. Given the right approach, intimate care can provide opportunities to teach our pupils about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents/carers and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the pupil's right to privacy and dignity is maintained at all times.

Definitions

4. Intimate care is one of the following:
 - a. Supporting a pupil with dressing/undressing
 - b. Providing comfort or support for a distressed pupil

- c. Assisting a pupil requiring medical care, where such care can reasonably and properly be provided by school staff and does not require specialist training, who is not able to carry this out unaided
- d. Cleaning a pupil who has wet him/herself, soiled him/herself, has vomited or feels unwell and assisting them with changing their clothing

Supporting dressing/undressing

5. Sometimes it will be necessary for staff to aid a pupil in getting dressed or undressed, particularly in nursery and Reception when pupils are developing their skills of independence. Staff will always encourage pupils to attempt undressing and dressing unaided.

Providing comfort or support

6. Pupils, particularly those in their first year of school, may seek physical comfort from staff. Where pupils require physical support, staff need to be aware that physical contact must be kept to a minimum and only if initiated by a pupil. When comforting a pupil or giving reassurance, the member of staff's hands should always be seen and the pupil should not be positioned close to a member of staff's body in a way that could be regarded as intimate. If physical contact is deemed to be appropriate, staff must provide care that is suitable to the age, gender and situation of the pupil.
7. If a pupil touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way that communicates that the touch, rather than the pupil, is unacceptable.

Wetting and Soiling

8. Intimate care for wetting or soiling should only be given to a pupil if parents/carers have given written permission for staff to clean and change their child. Permission will be sought from parents and carers before their children start nursery or Reception.
9. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning their child. If the parent/carer or emergency contact is able to come within a few minutes, the pupil will be comforted and kept away from the other pupils to preserve their dignity until the parent arrives. Pupils will not be left on their own whilst waiting for a parent to arrive. Pupils will be 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 pupil. This permission will be sought on each occasion that the pupil wets or soils him/herself.
10. If the parents and emergency contacts cannot be contacted the Principal will be consulted. If put in an impossible situation where the pupil is at risk or in serious discomfort, the Principal will instruct staff to act appropriately and staff may therefore need to come into some level of physical contact in order to aid the pupil. When touching a pupil, staff should always be aware of the possibility of invading their privacy and will respect the pupil's wishes and feelings.
11. If a pupil needs to be cleaned, staff will make sure that:
 - a. Protective gloves are worn to avoid infection and to maintain optimal hygiene standards

- b. The procedure is discussed in a friendly and reassuring way with the pupil throughout the process
- c. The pupil is encouraged to care for him/herself as far as possible
- d. Physical contact is kept to the minimum possible to carry out the necessary cleaning
- e. Privacy is given appropriate to the pupil's age and the situation. Pupils will be escorted to the disabled toilet, where a shower is available for cleaning. However, to ensure safeguarding of both pupils and staff, the door to the disabled toilet will remain ajar.
- f. All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- g. Any soiling that can be, is flushed down the toilet
- h. Soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- i. Both the pupil and caregiver wash their hands thoroughly after the incident

Safeguarding for staff

12. Staff behaviour and actions are open to scrutiny and they must therefore take precautions to avoid safeguarding risks. These should include:
- a. Gaining a verbal agreement from another member of staff that the action being taken is necessary and maintaining an open door policy, as described above
 - b. Allowing the pupil, wherever possible, to express a preference to choose his/her carer and encouraging them to say if they find a carer to be unacceptable
 - c. Allowing the pupil a choice in the sequence of care
 - d. Being aware of and responsive to the pupil's feelings and reactions

Safeguarding for pupils

13. All staff at the Creative Education Trust are DBS (Disclosure and Barring Service) 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. All those working with our pupils should be closely supervised throughout a probationary period and should only be allowed unsupervised access to pupils once this has been completed to their line manager's satisfaction. It is not appropriate for volunteers or student teachers to carry out intimate care procedures.

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