



## **Stockport Grammar Junior School Intimate Care Procedure**

**This policy applies to all pupils at Stockport Grammar Junior School including those in our EYFS settings.**

This policy has been developed to safeguard children and staff.

### **Aims:**

- To safeguard children.
- To ensure that children are cared for with sensitivity, respect and understanding.
- To safeguard staff when they are caring for a child in a sensitive situation.
- To provide a clear procedure for all staff to follow for the intimate care of children under their supervision and responsibility.
- To ensure that when a child requires intimate care, staff will deal with the situation in a confidential and sensitive manner, preserving the child's right to privacy and dignity at all times.
- To inform parents and carers about how we provide intimate care for their child when/if required.

### **Definition of Intimate Care**

Intimate Care is defined as being when:

- Care is required that involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) for children who are unable to do so by themselves due to physical disability, special educational needs, medical needs or needs arising from the child's stage of development.
- A child needs support to dress/undress.
- A child requires comfort or support if/when they become distressed or upset.
- To support/assist a child who requires medical care or when care needs to be administered, for example, a fall in the playground.
- To care for a child who is unwell and has vomited and/or has soiled him/herself. The child may need washing, cleaning and/or changing
- To assist in the application of sun cream.

## **EYFS INTIMATE CARE**

### **Our Expectations of Parents/Carers**

- Children are expected to be fully toilet trained before they start our Nursery and Reception classes.
- Parents should provide a change of underwear for their child which is kept in the PE bag on the child's peg during the week.
- Parents/carers should discuss any concerns that they may have about their child's toileting needs with their child's Form Teacher.
- Parents/carers must inform their child's Form Teacher if their child is not fully toilet trained or requires support as a result of medical or developmental needs.
- Parents accept that there may be occasions when their child needs to be collected from school.
- Parents are requested to complete an Intimate Care agreement provided in school admissions documentation.

### **Procedures**

All staff caring and supervising our children have a duty of care for each child. Appropriate training and support for staff will be provided when necessary. Intimate care routines should always take place in an area which protects the child's privacy and dignity and will always be carried out by an assigned member of staff, that is, the child's Form Teacher or a Teaching Assistant. All EYFS staff have undergone statutory DBS checks.

### **Supporting a child to dress/ undress**

Sometimes it is necessary for staff to help a child in getting dressed or undressed for PE and swimming lessons. Staff will encourage children to 'have a try' first to undress/dress themselves and offer support only when necessary. At least two members of staff will be present when children are changing for swimming lessons so any support needed by a child is not offered on a one to one basis.

### **Toileting**

If a child has soiled themselves the following procedure will take place:

1. An additional member of staff is alerted.
2. The child is escorted to a suitable changing area whilst staff offer reassurance and comfort, explaining what will happen all the time.
3. Protective gloves and apron are worn by staff.
4. The procedure is discussed with the child throughout the process. Staff will remain aware of the possibility of invading the child's privacy and will respect the child's wishes and feelings.
5. The child is encouraged to care for him/herself as much as possible with verbal direction from the adult.
6. Physical contact is kept to the minimum possible to carry out the necessary cleaning.
7. Soiled clothing is placed in a plastic bag and any spills are cleaned up by staff. Soiled clothing will be sent home with the child for the parent to wash.
8. The child will dress in clean clothing, wash hands thoroughly and return to class.
9. Adults to dispose of gloves and apron in a plastic bag and place in the outside bin. They will then wash their hands thoroughly.

10. Maintenance staff will be informed to thoroughly clean and disinfect the area if needed.
11. A record of the incident will be recorded in our Intimate Care log book located with the spare clothes in the Nursery and Infant Department.

### **Providing Comfort and Support**

In EYFS, children may seek physical comfort from staff. Where children require physical support, staff are aware that this contact must be kept to a minimum and be child initiated. If physical contact is deemed to be appropriate, staff will provide care for the child that is appropriate for the situation and for the age of the child. Staff are aware that there may be times when a child initiates physical contact that is not appropriate and they will discourage this gently and verbally.

### **Medical Procedures**

Our EYFS classes are supported by staff who are trained Paediatric First Aiders. We also have two School Nurses on site, Mrs Pam Ward and Mrs Christine Kenny. If a child requires medical assistance, these staff are available to deal with any injuries or accidents. If treatment requires more intimate care with a child, the nurse or first aider will notify another member of staff to act as chaperone. Parents will be notified of any treatment or care given.

### **Suncream Application**

Children apply the cream themselves with some guidance from staff.

### **Safeguarding Staff**

Staff are aware of and have a regard for the possibility of an allegation being made against them. Staff will take the following precautions when a need arises to provide intimate care for a child:

- Verbally agree with a second member of staff that the Intimate Care of a child is necessary and verbally agree the appropriate course of action to be taken.
- Allow the child, wherever possible, to choose his/her carer.
- Allow the child a choice in the sequence of the care given.
- Be aware of and responsive to the child's reactions and any emotions expressed.

### **Student Staff and Volunteers in School**

Student staff and volunteer helpers, including parents, will be supervised at all times and will not be put in a situation where they are alone with children.

Student staff and volunteer helpers will not assist with toileting children or any intimate care procedures.

Student staff, visitors, and volunteer helpers are able to support children to change for PE or for school performances only when under the supervision of school staff.

## **Key Stage 1 and 2: INTIMATE CARE**

If a child has soiled themselves, parents will be contacted and permission sought to follow the above toilet procedure. If the parents cannot be contacted staff will act appropriately according to the needs and comfort of the child 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 ensure that:

- Two members of staff are present (Key Stage 2)
- 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.
- Where possible, any soiling is flushed down the toilet.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with parents/carers.

Children will be provided with appropriate support and reassurance to deal with menstruation.

Reviewed Sept 25: CB & MJC