



Flamstead Village School

Intimate Care Policy

Reviewed: September 2021

Date of next review: September 2023

INTRODUCTION

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

Flamstead Village School 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. Flamstead Village School recognises 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 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. Each child's right to privacy will be respected.

Intimate care arrangements will be discussed with parents/carers and a record kept. Parents will need to provide written permission for those pupils who may need assistance after toileting, due to medical reasons. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Two members of staff to be present when helping a child with intimate care.

THE PROTECTION OF CHILDREN

Safeguarding Procedures will be adhered to. If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding Policy)

We shall record who changes a child, date and time of when this task is carried out (CPOMs).

HEALTH AND SAFETY

The school shall provide gloves, plastic aprons and plastic bags.

Staff should always wear an apron and gloves when dealing with a child who is soiled. Any soiled clothes should be placed in a plastic bag, which can be sealed.

PHYSICAL CONTACT

All staff engaged in the care and education of children, need to exercise caution in the use of physical contact.

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The expectation is that staff will work in 'limited touch' cultures 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.

Children should not sit on a staff members lap at any time; instead a child can sit beside the adult if they need comforting / reassurance.

Staff should refrain from 'hugging' children and use the phrase 'Hands not hugs'.

Staff should be aware that even well intentioned physical contact might be misconstrued by the child, an observer or by anyone, to whom the action is described. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny.

FIRST AID

Staff who administer first aid should ensure wherever possible that another adult is present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. the removal of wet clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

CHANGING CLOTHES

Children are entitled to respect and privacy when changing clothes. This means that adults should avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. However, there must be the required level of supervision to safeguard children with regard to health and safety considerations.

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HEALTH AND SAFETY DURING COVID-19

(Written in accordance with DfE Guidance - Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Published 14 May 2020 and HCC COVID-19: Personal Protective Equipment For Nursery, Early Years, Special Schools And Special Colleges – 1.5.2020.)

This guidance should be read alongside the School Risk Assessment COVID-19 September 2021.

The use of PPE is recommended when staff are carrying out **high risk activities** such as:

- nappy changing,
- toileting activities,
- delivering personal care, including first aid, washing and dressing,
- manual handling,
- physical restraint or looking after a pupil with a temperature or new continuous cough while waiting for the parents/support staff to collect the pupil.

PPE requirements should be:

- disposable plastic apron,
- disposable gloves
- fluid-resistant surgical face mask
- eye protection (for example face visor or goggles). This must be risk assessed against anticipated/likely risk of contamination with splashes, droplets of blood or body fluids.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

All staff will familiarise themselves with guidance regarding use of PPE (see poster below):
<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>.

Guidance for how to use PPE has been sent to all staff. Staff to follow this guidance when undertaking intimate care activities.

Posters regarding putting on and taking off PPE will be displayed in school.