



Nebula
where stars are born

The Nebula Federation

Policy for Intimate Care

FRETtenham PRIMARY SCHOOL
HAINFORD CHURCH OF ENGLAND VC PRIMARY SCHOOL
HORSFORD CHURCH OF ENGLAND VA PRIMARY SCHOOL
OLD CATTON CHURCH OF ENGLAND JUNIOR SCHOOL
ST. FAITHS' CHURCH OF ENGLAND VC PRIMARY SCHOOL
WHITE WOMAN LANE JUNIOR SCHOOL

The Nebula Federation Intimate Care Policy

Aims

- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected
- To ensure children are able to express choice and have a positive image of their own body
- To ensure the children feel safe and secure
- To ensure the children are respected and valued as human beings
- To ensure intimate care procedures minimise any risks associated with intimate care.
- To ensure the procedures are non-discriminatory

Procedures

All staff carrying out intimate care of children in the school must be aware and follow the procedures and advice below

- If there is a situation involving intimate care, the parent or carer should be contacted in the first instance to ask them to come into school to change the child or to take them home to be cleaned and changed.

If no parent or carer can be contacted then:

- Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper
- Ensure they are aware of the child protection policy and procedures in place within the school. If concerned about the child's actions or comments whilst carrying out intimate care, staff should record this and discuss it with the head of school who is the school's designated person for child protection
- Children who need changing during lesson time due to a toileting accident should be changed in privacy
- Use the nature of the accident and knowledge of the child to make a judgement about how many people should be involved in intimate care. In some cases it may be advisable to have two adults present. This could be in cases where the child is identified as vulnerable, is on the child protection register or where knowledge of the family indicates there could be difficulties/allegations made
- **Ensure another member of staff, preferably the class teacher if during lesson time, knows that you are withdrawing the child and why**
- Speak to the child by name and explain what is happening

- Consider the dignity of the child and allow them to make a decision on how they are to be assisted. Ask the following questions if relevant:
 - ❖ Would you like some help?
 - ❖ Would you like me to help you?
 - ❖ Would you like me to come with you and wait outside the door if you need any help?
- If children can change themselves, wait outside the door and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult
- Be aware and responsive to the child's reactions if assisting with intimate care
- Ensure any religious or cultural values are taken into account
- Ensure spare clothing is readily available
- Gloves should be used if assisting in any form of intimate care
- If washing is required use a disposable cloth. Encourage the child to wash any intimate parts of the body
- Dispose of any items appropriately in a medical bin
- Clean and disinfect the area used once the child has returned to class
- If a child sustains an injury needing intimate care the head of school should be called and parents informed and requested to attend as appropriate
- If a child has need of support or reassurance after the incident a private space should be used
- Parents should be informed if the child has been assisted in any way
- Confidentiality should be maintained at all times between child, school and parent/carer
- Staff with concerns over any aspect of intimate care should discuss these with the head of school in the first instance. The Executive Deputy who line manages the school is also available.

Regular Occurrences

- If a child has an ongoing problem that requires regular intimate care the head should be informed so arrangements can be made with the parent/carer for long term resolution of the difficulties
- Children with special medical needs who need changing on a daily basis where the date and time is noted and signed by the staff member. Parents of these children will be aware of the procedures and will not be told each day
- Parents will be made aware of the procedures and can view the policy at any time