



Marazion School Intimate Care Policy

Reviewed March 2024 by SENCO; Staff Governor and Link Governor for Safeguarding

Approved March 2024 by FGM

Review: January 2025

*Appendix 1 and Appendix 2: Permission forms for the provision of intimate care.
Appendix 3 and 4 are a blank Intimate Care Plan and Intimate Care Record.*

This policy represents the agreed principles for intimate care throughout the school.

School aims

Our school community (children, staff, parents and governors) aim to:

- Learn and grow together within a safe, caring and happy environment
- Continually encourage achievement in all aspects of school life
- Motivate all children with a broad and challenging curriculum
- Treat everyone with honesty and respect
- Ensure opportunities for all.

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children.

Principles

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

needing daily intimate care will have an intimate care rota so that both adults and child are clear who is supporting the child each day.

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself
- Cleaning a pupil who has vomited on him/herself

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. 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.

Medical procedures (See Health and Safety Policy)

If it is necessary for a child to receive medicine during the school day, parents must discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name (if it is prescribed medicine, the medicine should have the child's name ONLY)
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Please note that we are not able to administer any form of medication that is not clearly labelled with child's name and the name of the medication. The medication must be in the original bottle that it was prescribed in. We are not able to administer any type of medication that is in a syringe or other bottle.

Staff giving medicine should have the giving witnessed and both the giver and the witness should sign the Administration of Medicine Form. Particular attention should be paid to the safe storage, handling and disposal of medicines. The Head Teacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that anyone in school is safe. Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available. Medicines are kept in a locked fridge or a locked cupboard in the First Aid Room in school.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in Reception must sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix 1). For older pupils requiring intimate care for soiling, parents must sign the permission form at Appendix 2.

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 the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If it is an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When looking after a child after soiling, 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 make sure that:

- Protective apron and 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
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

For pupils who need regular Intimate Care, a meeting will take place with parents, teacher and the child to create an Intimate Care Plan (Appendix 3). When Intimate care has been administered, this will be recorded on an Intimate Care Record (Appendix 4).

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary and 2 members of staff to be present when a child is being cleaned and changed due to soiling. An Intimate Care rota may be used in school if required to ensure that there is always appropriate cover for intimate care during the school day

- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions
- A member of staff completes and signs healthcare plan for pupil if appropriate.

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Marazion Primary School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. Volunteers or students do not carry out intimate care procedures.

Appendix 1

Permission form for the Provision of Care: Early Years

(To be filled out before starting Early Years)

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so. If preferred the school can contact you, or your emergency contact, who will be asked to attend without delay.

Marazion Primary School has an Intimate Care Policy which is available to view on our website (www.marazion.cornwall.sch.uk) or ask for a copy from the office.

Please fill out the permission slip below stating your preference.

Yours sincerely
Miss Jenny Rainbow
Head Teacher

Name of Child..... Class.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil or vomit on themselves while in the care of Marazion Primary School.

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....

Appendix 2

Permission form for the Provision of Care

(To be filled out before for other year groups)

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. We have experienced staff who are trained at carrying out this task if you wish them to do so. If preferred the school can contact you, or your emergency contact, who will be asked to attend without delay.

Marazion Primary School has an Intimate Care Policy which is available to view on our website (www.marazion.cornwall.sch.uk) or ask for a copy from the office.

Please fill out the permission slip below stating your preference.

Yours sincerely
Miss Jenny Rainbow
Head Teacher

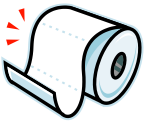
Name of Child..... Class.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned by school staff if they wet/soil or vomit on themselves while in the care of Marazion Primary School.

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....



Appendix 3
Intimate Care/Toileting Plan




Childs Name:		DOB:	
Person Drawing up plan:		NHS no:	
Date of Plan:		Review Due:	

Area of Need:


What is to be done:

When: 


Where: 

How: 


Special notes: e.g. reward scheme, attitude to be taken, access to toilet, equipment required:



How to record:



Additional Information: e.g. guidance on how much a child should drink:



Record of Independence

Name:

I can already:

✓

✓

✓

I will try to:

➤

➤

What I want to achieve is:

➤

These people will help me achieve my goal:

Signed by child, if appropriate:

As parent / carer of _____ I give permission for the staff listed above to provide intimate care for my child and I will advise the Head Teacher of any condition or changes in relation to my child's needs, which may affect issues of intimate care.

Parent/Carer's name:

Signature:

Contact Phone No/s:

Date:

Signature of person drawing up the plan and responsible for reviewing:

Date:

Record of Agencies Involved with:			
Childs Name:		DOB:	
Role	Name	Contact details	
Parent/Carer			
School Nurse/Health Visitor			
Continence Advisor			
Physiotherapist			
Occupational Therapist			
Hospital Consultant			
Hospital School Service			
Advisory Teacher Physical Difficulties			
GP			
Educational Psychologist			
Social Worker			

