



## **Ark Swift Primary Academy**

### **INTIMATE CARE POLICY**

**November 2021**

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This policy represents the agreed principles for intimate care throughout the school. This policy has been agreed by all staff and governors within the school.

#### **School aims**

We, at Ark Swift, do everything 'The Swift Way'. It underpins how we behave and how we act towards each other in everything we do in our wonderful school.

'The Swift Way' can be broken down into six values:

##### **Generosity**

We are generous with our time and talents to encourage and help others.

##### **Hard Work**

We will try our best at all that we do.

##### **Trust**

We build trust through transparency and honesty.

##### **Enjoyment**

We ensure we enjoy learning and celebrate our achievements.

##### **Persistence**

We never give up, even when things seem hard.

##### **High expectations**

We have the highest standards in all that we do.

Being at Swift, means you are part of the Swift family. By doing it 'the Swift Way' we aspire to be the best we can be and create an environment where we can all excel and enjoy.

#### **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 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.

## **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, has vomited or feels unwell

## **Supporting dressing/undressing**

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

## **Providing comfort or support for a distressed pupil**

Children may seek physical comfort from staff (particularly children in the Early Years). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. 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. Staff should wear gloves if they anticipate that physical support will be necessary or wash / sanitise hands following contact. 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 Administration of Medicines Policy)**

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and 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
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Principal 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. Staff should wear gloves to administer medication or first aid to children in their own bubble and will also wear a mask and apron if they are required to care for children in other bubbles.

### **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 the Early Years are required to 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).

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/carers 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 when consent has not already been given in writing. If the parents and emergency contacts cannot be contacted the Principal will be consulted.

If put in 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 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 make sure that:



- 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
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet and the area is sanitised by the onsite cleaner
- 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

## **Hygiene**

All staff must be familiar with normal precautions for avoiding infection, must follow good 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.
- 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

## **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 ARK are DBS 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 children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction.



It is not appropriate for volunteers or temporary staff to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

If a child is able to carry out personal care tasks independently or if they are calm while receiving personal care, they can be aided by one member of staff. Where this is not the case and a child's additional needs mean they struggle to accept adult support to clean themselves or to get changed, two members of staff must be present.

This policy has been revised to take account of infection control measures required by the COVID-19 pandemic.



**Ark Swift Primary Academy**  
**Permission for the provision of care**

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Dear Parent or Carer,

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 or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Ark Swift has an Intimate Care Policy - you may ask for a copy from the office.

Please fill out the permission slip below stating your preference.

***Yours sincerely***

***Ellie Mason***  
***EYFS Lead***

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**Provision of Care at Ark Swift Primary Academy**

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

**Please delete as appropriate**

- **I give consent** for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of Ark Swift Primary Academy
  
- **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 \_\_\_\_\_



**Ark Swift Primary Academy**  
**Provision of Intimate Care Record**

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Child's name	
<b>Staff name</b> <b>Signature</b>	
Date	
Incident	
Description of care given	
Additional notes	
<b>Second staff signature</b>	
Parent comment	
<b>Parent signature</b>	