

September 2018

Our Lady & St Edwards Intimate Care Policy

Aims

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

Introduction

There may be times when a child, no matter what age, accidentally soils themselves, perhaps because he/she is ill or because they left it too late to get to the toilet in time to use it.

The following procedures need to be followed at all times to ensure that there is continuity of response throughout school and that safeguarding considerations are duly covered for the safety of staff, and also the dignity and comfort of the child is addressed.

Staff are acting 'in loco parentis', but at all times must take care not to make themselves vulnerable to potential claims or allegations of abuse. Staff must always inform the parents in person (in person or by telephoning the parent) of an incident of soiling or wetting where a child needs intimate care.

Records of Soiling incidents and action taken must be maintained in an Intimate Care record sheet in the school office or in the FS Unit for their pupils.

KEY STAGE 1 & 2

1. Child sent to Changing rooms/Toilet with their PE kit, spare underwear and a carrier bag in which to put the soiled clothing. Pupils are expected to clean themselves.
2. If the child is in difficulty and the soiling is quite significant, then 2 school staff must be in attendance to support the child and help the child clean up and change.
3. If this happens at lunchtime, Class Teacher will be alerted by Midday Supervisor.
4. **Parents contacted by school office to alert them to the incident.**
5. If severe and possibly the result of a tummy upset, illness, then parents are requested to come to collect their child ASAP to reduce possibility of spreading germs.
6. If the child appears ok following the incident, and the soiling is not significant, then parents are given the option of their child remaining at school.
7. This incident will be recorded in an Intimate Care record sheet kept in the school office.

FOUNDATION STAGE

1. Children will be encouraged to clean themselves wherever possible. 2 school staff will be available to support if it proves necessary.
2. If the young child is in difficulty and the soiling is quite significant, then 2 school staff must be in attendance to support the young child and help the child clean up and change.
3. Class Teacher to be alerted by member of staff.
4. **Parents contacted by school office to alert them to the incident.**
5. If severe and possibly the result of a tummy upset, illness, then parents are requested to come to collect their child ASAP to reduce possibility of spreading germs.
6. If the child appears ok following the incident, and the soiling is not significant, then parents are given the option of their child remaining at school.
7. This incident will be recorded in an Intimate Care record sheet kept in the FS unit.

SPECIAL NEEDS

1. In the case of any child who is not toilet trained or has a particular disability 2 school staff will assist in changing or dealing with any soiling incidents in the disabled toilet.
2. An 'accident grab box' is available in all classrooms to be used in this incident for health and safety reasons.
3. This incident will be recorded in an Intimate Care record sheet kept in office (FS unit for FS children).
4. Children with SEND who require regular intimate care will have a personal intimate care plan signed by parents.