

INTIMATE CARE POLICY

Approved by S&C Committee Chair: March 2013
Review Date: March 2016



Purpose of the policy

The purpose of this policy is to safeguard both children and adults who are in need of intimate care during the school day or during extended activities provision or have to provide it.

The policy of Kennet Valley School is to provide children with dignity and assurance at all times and this may sometimes mean providing intimate personal care in certain circumstances when a care plan is in place. Examples of these times are: accidental soiling and during times of first aid. It is not the role of the staff to intimately care for individual children unless a care plan is in place at the time and accidental soiling will be dealt with in the following way.

Accidental soiling – if children soil their clothing while at school the following actions will take place.

- The child will be accompanied by an employed adult to the cloakroom to seek their own underwear from their PE bag. (if none has been provided the school will provide an alternative, to be returned to school in a clean state)
- If the underwear is just wet the child will be asked to change their wet ones for the dry ones in a toilet unaided while the adult waits outside. The wet clothing being placed in a plastic bag for home time.
- If underwear is heavily soiled the child will be spoken to in a comforting manner and the adult will explain what will happen next.
- The adult will collect wet wipes, clean underwear and outerwear if necessary along with 2 bags, 1 for soiled wipes and the second for clothing.
- The adult will explain to the child that they are not going to clean the child but how they should do this for themselves, following the adult's directions. At no time will an adult be behind closed doors on a one to one basis when a child is in a state of undress. The cleaning and changing will however take place where the child maintains their dignity away from the group; this may be in the toilets or other suitable area if not in school at the time.
- The child will return to their learning group with as little disruption as possible.
- Soiled clothing will be given to the collecting adult at the end of the day.
- A note must be made in the book kept in the office about the incident and if any deviation to the above procedure took place.
- In the event of a child being in a state of extreme soiling where they cannot clean themselves the parents/next contact on the list will be called to pick up the child and deal with the situation appropriately out of school. While the child waits to be picked up they will remain in the company of an adult.

Kennet Valley School is a small school with limited staff and we do not have the capacity to offer the changing of nappies to children. If it is the case that a parent wishes a child to start school still wearing nappies (other than for a medical reason with a care plan being in place) the following arrangements must be in place:

- Parents MUST be available to change the nappies at regular intervals during the day as the child's protection and comfort are paramount.
- Parent's must provide their own nappies and cleaning requirements.
- Parents must be available for prompt arrival at school should nappies need changing outside of the pre-arranged times in order to protect the child from isolation by others.