

St James' CE Primary School is committed to the safeguarding of our pupils and staff.

# St. James CE Primary School



## St. James CE Primary School

### Intimate Care & Hygiene Policy

Flourish  
Respect Courage  
Friendship Develop  
StrongGrowth  
Community StJames' Strive  
God Trust Kindness  
Freedom Unique Perseverance  
DeepRoots Positivity  
WholeChild  
Responsibility

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## Statement of Vision and Values

In consultation with pupils, parents, governors, community members and staff our vision and values were generated based on our inspiration from the Parable of the Sower and how this links to our children and their journey with us.

### Our School Vision:

Within our community we strive to develop deep **roots**, strong **growth** and freedom to **flourish** as a unique and whole child of God.

**Matthew 13 - The Parable of the Sower – ‘... but the seed falling on good soil refers to someone who hears the word and understands it. ....produces a crop, yielding a hundred, sixty or thirty times what was sown.’**



## Values

We decided at St James CE Primary School that **Kindness and Respect** are values which we feel underpin our vision and are incorporated in all we do and say – so therefore these two values will be taught alongside all the other six values we have chosen.

<b>½ termly focus</b>	<b>Value</b>
Autumn 1	Responsibility
Autumn 2	Friendship
Spring 1	Perseverance
Spring 2	Trust
Summer 1	Courage
Summer 2	Positivity

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## **Intimate Care & Hygiene Policy**

### **Introduction**

Staff who work with young children, (where 'children' are mentioned in this document, the term will also include young people) who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with personal hygiene which demands direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them where possible. Staff who provide intimate care to children should have had training in safeguarding issues. Staff behaviour is open to scrutiny and staff at St. James CE Primary School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

St. James CE Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. All staff are DBS checked and St. James CE Primary School has a whistle blowing policy which all staff are expected to adhere to. No child should be attended to in a way that causes distress, indignity, embarrassment or pain. High levels of Health and Safety and hygiene will be maintained at all times.

### **Principles and Procedures**

- All children who require intimate care are treated respectfully at all times; the child's welfare, dignity, culture and ethnicity is of paramount importance.
- Staff who provide intimate care are trained to do so (including Safeguarding) and are fully aware of best practice. Information on pupils' needs will be shared when moving class.
- Equipment will be provided to assist with children who need special arrangements. This may follow an assessment from physiotherapist/occupational therapist if required. This is particularly relevant also when the pupil is being 'toilet trained' to ensure the pupil can develop independent skills in this area.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. Particular care should be taken with children who are at a very early level of communication to ensure that they are involved as much as possible. The child is aware of each procedure that is carried out and the reasons for it. Personal care for all children and young people is always undertaken following the clear Child Protection and safeguarding guidelines.
- Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible, one child will be cared for by one adult unless there is a sound reason for having two or more adults present. If this is the case, the reasons should be clearly documented.

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- Best Practice is that a small team of adults will provide intimate care for an individual child. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers. Students and Volunteers will not aid in the intimate care of our pupils.
- When necessary parents/carers will be involved with their child's intimate care at School; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

### **The Protection of Children**

Safeguarding Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to and monitored by the Senior Management team and outside agencies to ensure good and safe practice.

- Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Safeguarding Lead. Safeguarding procedures will then be followed.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- If an allegation is made against a member of staff, the head of school must be informed and all necessary procedures will be followed. Safeguarding procedures will then be followed. If the allegation is against the head of school the executive head should be informed and if against the executive head, the Chair of Governors must be informed.

### **Good Practice**

- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- All children have a right to privacy and those who require support with their toileting needs must be taken to the toilet area whenever they need changing or checking.
- Conversations that take place while a child is receiving intimate care will be relevant to the child and will fully involve them.

### **Hygiene**

- All staff must wash their hands with soap and dry thoroughly before putting on disposable gloves and a disposable apron to change a pupil's pad or nappy. In the event of normal stools or urine, the same apron can be re-used. Gloves must be changed after each pupil. Changing benches or toilet seats will require cleaning between pupils and at the end of the day.
- If a pupil has diarrhoea, gloves and apron must be changed immediately. Hands must be washed and dried again after changing a pupil. The child should be sent home for 48 hours.
- Staff must wash and dry hands with disinfectant soap after they have cleaned up all body fluids; whenever possible this should include wiping noses. If a pupil is involved in an activity and requires frequent attention, then tissues can be used and staff must wash and dry their hands at the end of the activity and dispose of tissues.

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- Body fluids should be wiped up with paper roll and the area cleaned using hot water and washing up liquid, rinsed and then dried with paper roll. Gloves should be worn when wiping up body fluids. Where possible, a disinfectant cleaner should be used as a final clean of the area.
- Paper roll (when used for body fluids), gloves and aprons must be disposed of in the appropriate bins. Nappies and pads will also be disposed of in appropriate bins.

This policy should be read in conjunction with the Child Protection & Safeguarding Policy.

The welfare officer and staff from Class Reception are the adults able to change children who have wet knickers/pants.

Accepted by the Governing Body: November 2024

Review Date: November 2026