



DANES HILL SCHOOL  
STRONG & SAGACIOUS

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AUTHOR: HEAD OF PRE-PREP BEVENDEAN

## BEVENDEAN INTIMATE CARE POLICY

Staff who work with young children understand that the issue of intimate care will require staff to be respectful and sensitive to the children's needs as their welfare and dignity are of paramount importance. Each child's right to privacy will be respected and each child will be treated as a valued individual. Staff that provide intimate care to children have a high awareness of child protection issues and safeguarding procedures will be adhered to, staff will undertake their duties in a professional manner at all times, no child should be attended to in a way that causes distress.

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents. The needs and wishes of children and parents will be carefully considered. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child outlining the procedures to be used with the individual child.

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. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding. We follow Jigsaw at Bevendean which is a progressive, detailed and mindful approach to all areas of PSHE.

Children at Bevendean range in age between rising three years and six years old and inevitably on occasion toilet soiling does occur due to accidents.

At Bevendean we keep a supply of clean underwear, and where necessary we will assist a child to change their own clothing, replacing wet under garments with dry ones, dressing into their games kits which are kept in school. In the event that a child has no spare clothing at school, which is often the case in Mini Transition and Transition, the school has a supply of spare clothing. Wet clothing is placed in double polythene waste disposal bag to be given discreetly to the carer at the end of the child's day. Parents are always informed on such occasions.

Records will be kept in a pastoral file if a child is regularly wetting and/or soiling and staff will try to pre-empt a problem with reminders to visit the toilet. For the most part, this will occur because the child is unwell, and the parent would be called in these circumstances. If we are either unable to contact the parent or they are some distance away at the time of the call, we will undertake to change the child so that no child's cleanliness, dignity, or health is compromised. In this case, wherever possible two members of staff will be present. The child will be cleaned, using the shower in the upper bathroom if necessary, or wet wipes. If it is not possible for two members of staff to attend, the bathroom door will remain open. Soiled clothing will be placed in a double polythene waste disposal bag for collection by the carer.

Gloves are provided for any staff who attend to a urine, faecal or heavy bleeding incident. Following any incident, all soiled or contaminated clothing should be bagged in double polythene waste disposal bags and returned to the parent. Before dressing the child dispose of all contaminated personal protective equipment and cleaning wipes in a double polythene waste disposal bag in the appropriate bin. Both the staff providing the care and the child must wash their hands for at least 20 seconds before returning to class.

If a member of staff has any concerns about physical changes in a child's presentation e.g marks, bruises, soreness etc, he/she will report concerns to the Designated Safeguarding lead or Deputy Designated Safeguarding lead immediately.

**All of the following is in the Medical Centre handbook.**

When a child has been injured in the playground, the staff on duty will attend to the child. Head injuries are all recorded in the Bevendean Accident Book and always relayed to the parents, either in person at pick up time or by telephone call if the parent does not collect. In the event of a child falling in the playground or sustaining any injury in any part of the school, staff will give the appropriate comfort and reassurance to that child where needed. In this respect staff are never in the playground alone, there is always at least one other adult on duty.

For a more serious accident involving a visit to hospital or further treatment, a Danes Hill Pupil Accident /Incident Report Form must be completed and sent to the Head of Pre-Prep and the school nurse.

Prescription medicines will only be administered after a parent has completed and signed the appropriate permission form. The teacher or the teaching assistant in the child's classroom will administer the medicine at the arranged time. Office staff are aware of the giving of medicines as the medicine fridge is located in the Bevendean office. The school cannot accept responsibility for administering over-the-counter medicines.