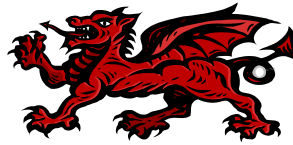


YSGOL RHIW-BECHAN



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Bechan Bach

INTIMATE CARE POLICY

This policy was adopted by the Governing Body of Ysgol Rhiw-Bechan and Bechan Bach on:

Nov 2025

Signed: _____

Person Responsible

Review date: Nov 2026

This policy represents the agreed principles for intimate care in Ysgol Rhiw-Bechan's 3+ Setting and where appropriate at Ysgol Rhiw-Bechan.

Aims of Ysgol Rhiw-Bechan

- To provide a happy, safe and secure environment for all children.
- For learning to be fun.
- For all children to be valued as individuals with their own views, needs and preferences.
- For children to be supported and encouraged to maximize their full potential.
- To offer a wide range of activities and experiences both indoors and outdoors in accordance with the "Foundation Phase Areas of Learning."
- To ensure that "Personal and Social Development and Well-Being" is a priority, and to encourage and praise children throughout the sessions.
- To establish and maintain a positive relationship with Parents/Carers ensuring that they feel welcomed to the setting and kept updated in relation to their child's progress.
- To prepare children for the transition to full time education.

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 of 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. Staff will always encourage children to attempt undressing and dressing unaided.

Providing Comfort or Support

Children may seek physical comfort from staff. Where children require physical support, staff must 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.

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.

Medication:

School:

Please follow procedures as per the First Aid Policy.

Bechan Bach:

The 3+ Setting does not administer medicine to children, except where a child requires on-going prescribed medication to maintain their stable well-being, and where it gives them the opportunity to be a part of their local community group.

If for such medical reasons the 3+ Setting is requested to do so, a Care Plan must be drawn up by the child's Health Visitor, with agreement between the parents/carers and the 3+ Setting.

This Care Plan details:

- Nominated persons to administer medication.
- Record of administration, eg time given, amount given and signature of administrator.
- Medication to be kept in a lockable cabinet.
- Administrator to liaise with parents/carers daily, or as required.

- Training will be given and regularly updated by a health professional when staff are requested to administer a prescribed medicine requiring technical or medical knowledge. Training will be specific to an individual child.
- Medication clearly labelled, eg name of child, dosage required and any instruction.

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 3+ Setting may sign a permission form so that the 3+ staff can clean and change their child in the event of the child soiling themselves. (Permission Form for the Provision of Care).

If a parent does not give consent, the 3+ Setting staff will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parent/carer/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 they arrive. Children are not left on their own whilst waiting for a parent/carer/emergency contact 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/carer/emergency contact cannot attend, the 3+ Setting staff will seek 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/herself.

If the parents/carers/emergency contacts cannot be contacted the Responsible Individual 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.
- 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 basic 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 this is in line with the school's "Keeping Learners Safe" Policy.

All staff at Ysgol Rhiw-Bechan's 3+ Setting are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The aim of this is to help organisations in the public, private and voluntary sectors to identify 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 3+ Setting.

It is not appropriate for volunteers to carry out intimate care procedures.

This policy should be read in conjunction with:

- Health and Safety policy
- First Aid policy
- Keeping Learners Safe policy
- Safeguarding policy
- Toilet policy