

**NJA Intimate Care Policy
Updates related to the COVID-19 pandemic - May 2020**

This policy has been updated in light of the current restrictions in place due to COVID-19. Where at all possible, children will be assisted to change or clean themselves, with staff members providing support and care from a safe distance (ensuring a child's privacy is respected and they are treated with dignity).

Normanton Junior Academy 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 whilst adhering to COVID-19 restrictions. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Assisting a child to change his / her clothes.

On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Where at all possible, children will be assisted to change or clean themselves, with staff members providing support and care from a safe distance (ensuring a child's privacy is respected and they are treated with dignity).

In cases where this is not possible and adult assistance is required, staff will wear appropriate Personal Protective Equipment (PPE) to support the child.

Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. In cases where further support is needed for the child, one parent or carer will be asked to attend school (adhering to the COVID-19 visitor procedures in place).

Changing a child who has soiled him/herself

If a child soils him/herself in school, a professional judgement has to be made as to whether it is appropriate to change the child in school, or request the parent/carers to collect the child for changing (adhering to the COVID-19 visitor procedures in place). In either circumstance, the child's needs are paramount and he/she should be comforted and reassured throughout.

The following guidelines outline our procedures, but we will also seek to make age-appropriate responses:

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves. Pupils will sanitise their hands using alcoholic hand gel at a cleaning station after changing and an adult will remain on hand at a safe distance from the changing area allocated.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose and will be offered to the child whilst adhering to COVID-19 safe distancing procedures. (A supply of clean underwear and spare uniforms are available in the Store Room). Any waste material generated following the intimate care will be double bagged before being discarded in a bin with a lid. Bins will be emptied twice a day in line with the COVID-19 risk assessment.
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive in line with social distancing guidelines. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend, school will seek verbal permission for staff to change the child. If this needs to take place, two members of staff will be present and will wear full PPE equipment. If none of the contacts can be reached the Headteacher is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.
- For children who require daily intimate care, due to a medical or special educational need, full PPE equipment will be worn by the member of staff.

Basic hygiene routines

The following will be followed whenever a member of staff is involved in intimate care:

- Always wear protective disposable gloves and full PPE equipment.
- Double seal any soiled clothing in a plastic bag for return to parents to collect within social distancing guidelines.

Providing comfort or support to a child:

There are situations and circumstances where children seek physical comfort from staff (particularly children in Year 3). Where this happens staff, need to be aware that any physical contact must be restricted due to COVID-19. If necessary parents/ carers will be requested to come and assist whilst following the COVID-19 guidelines.

Appendix added **May 2020**