

***“We want everyone at Hillingdon Primary School to be happy, caring and independent. Our school is a place where we learn together, doing our best to achieve success.”***

## **Additional Arrangements for Intimate Care as a Result of Covid-19 Social Distancing**

**June 2020**

### **1. Introduction and Context**

This document forms version 1.0 of this annex; it is an extraordinary addition to Hillingdon Primary School's Intimate Care Policy (March 2019). The information is operational from the 8th June 2020 and is subject to regular review and updates by the Senior Leadership Team and Welfare Staff to reflect updated Department for Education (DfE) and / or Public Health England (PHE) advice or guidance. It is available on the school's website and will be disseminated to all staff via Google Drive.

This document should be read alongside the school's Intimate Care Policy (March 2019) and PPE Policy (June 2020) and outlines the adjustments Hillingdon Primary is making to operational practice during the COVID -19 emergency measures. It is written in line with Government guidance [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#).

### **2. Purpose of the Policy and Appendix**

The key purpose of the policy remains as follows:

- 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; and
- To safeguard adults required to operate in sensitive situations.

In addition, this annex will serve to safeguard staff and children to prevent the potential spread of coronavirus through direct transmission, for instance, when in close contact with those sneezing and coughing and indirect transmission, for instance, touching contaminated surfaces.

### **3. Key Principles**

The key principles of the policy remain unchanged:

- It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible.
- Every child's needs will be managed on a case by case basis.
- 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.
- Staff at Hillingdon Primary School recognise that children will need different levels of assistance at different stages in their school life. This is reflected in the school's policy and procedures for dealing with occasional accidents.

## **4. Changes to Existing Procedures**

### **a. Notifying Parents**

- Parents will continue to be notified if their child has wet / soiled themselves, however as we are restricting access to the school site they will not be given the option to attend school to change their child themselves.
- Parents who do not consent for their child to be changed by a member of staff will be required to collect their child from school within 20 minutes.
- If a parent does not wish for their child to be cleaned or changed as necessary and either refuses to collect their child or cannot be contacted, we reserve the right to act in the interests of the child. No child will be knowingly left as having soiled or wet themselves for any length of time.

### **b. Use of PPE**

- Staff who are involved in the intimate care of young children (changing or supporting a child who has wet or soiled themselves, vomited and general welfare accidents) will continue to use PPE including disposable gloves and disposable aprons.
- In the event that the child is displaying signs of Coronavirus infection, the staff member will also use a face mask and visor / goggles (if there is a risk of splashing to the eyes).
- All PPE will be provided by the school to ensure it meets the statutory standards.

### **c. Safe Disposal of PPE and Subsequent Cleaning**

- Used PPE must be disposed of in a lidded bin provided.
- The Premises Team must be notified when a child has been changed: this is to ensure that they safely dispose of the used PPE and can conduct a thorough clean of the area utilised to prevent cross contamination.
- Both staff and pupils must thoroughly wash their hands with soap and water following any intimate care taking place.

### **d. Wet / Soiled Clothing**

- Wet / soiled clothing will be placed in a bag by the child (subject to age / ability) or staff member and labelled by the staff member.
- Arrangements will be made for the bag to be stored safely for the remainder of the day.
- The parent will be advised of the arrangements for collecting the soiled clothes and returning any replacement clothes provided at the time of notification.

### **e. Showering Pupils**

- Safeguarding procedures require us to have a minimum of two members of staff present should the severity of an accident require the child to shower.
- In order to maintain bubbles within school and limit the risk of cross contamination amongst bubbles / staff, we will ask parents to collect any child who needs to be showered and take them home.

### **f. Returning School Loaned Clothing**

- Pupils who have loaned school clothes following an accident are encouraged to wash and return these to their bubble teacher. The teacher will make arrangements for them to be returned to the Welfare staff who will ensure they are isolated in line with government guidelines prior to being reused.