



## Intimate Care Policy

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### General Policy Statement

At Hopton Primary School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities. National regulations re disabilities, race relations and special education needs underpin this policy, which has also taken consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

### Introduction

Intimate care can be defined as any care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. This may include washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs.

Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting, dressing or bathing.

Children who need regular intimate care will have an:

- Intimate care plan; or an
- Individual healthcare plan.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.

Staff who provide intimate care to children have a high awareness of safeguarding issues.

Staff behaviour is open to scrutiny, and staff will work in partnership with parents/carers to provide continuity of care to children wherever possible.

Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents, along with toilet rules who are encouraged to reinforce the personal safety messages within the home.

Hopton 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.

The school recognises that there is a need to treat all children with respect when intimate care is undertaken. No child should be attended to in a manner which may cause distress or pain.

### Best practice

In Foundation Stage, Key Stages 1 and 2, intimate care may be appropriately delivered by cross gender support (where all parties feel comfortable with that arrangement).



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All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care at Hopton Primary School are fully aware of the important of safety and wellbeing of the children and themselves. They are fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate.

Where necessary, reasonable adjustments will be made to provide and assist with children who need special arrangements, following assessment from physiotherapist/ occupational therapist e.g. hoists and slings.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, sign, symbolic, etc.) to discuss the child's needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before providing intimate care.

The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle 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 and verbal support.

Children with additional medical needs will need an individual intimate care plan. Parents/carers alongside the class teacher will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded through an intimate care agreement and may include a full risk assessment to address issues such as moving and handling, health and personal safety of the child and the carer. However, children who may have irregular accidents will be supported using the school intimate care policy.

The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

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 a child will be cared for by 2 adults of same gender with whom the child has a good relationship. Adults who assist children on a one to one basis are employees of the school and have a DBS check.

It is not always practical for two members of staff to assist with an intimate procedure and also this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.

A signed record will be kept by staff of all intimate and personal care tasks undertaken which will include times completed and any observations noted. The intimate care log will be kept in separate folders within Foundation stage and within the accident folders in Key Stage 1 and 2.



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### Safeguarding the Child

Local Authority Safeguarding Procedures and Inter-Agency Safeguarding procedures will be accessible to staff and adhered to.

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 appropriate Designated Safeguarding Lead. A clear record of the concern (on Safeguard My School) will be completed and referred to social services and/or police if necessary.

Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at increased risk of harm.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated by the Head teacher (or by the Chair of Governors if the concern is about the Head teacher) 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 may be altered until the issue(s) are

resolved so that the child's needs remain paramount. Further advice may be obtained from external agencies as necessary.

If a child makes an allegation against a member of staff, the school will follow the procedures set out in the government guidance document "Keeping Children Safe in Education – Allegations of abuse made against teachers and other staff " and the school safeguarding policy.



## Intimate Care Policy

### Appendix 1 Record of Intimate and Personal Care Intervention

Name of child			
Date of incident			
Class / Year Group			
Location of incident			
Reason for changing	Wet	Soiled	Other
Location of personal care	FS Toilets	KS 1 Toilet	KS 2 Toilet
Support Required	Undressing	Cleaning / wiping	Dressing
	Other:		
Volunteer who changed			
Comments			
Signature	Volunteer	Supervising staff	Parent / Carer
Date			



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### Appendix 2 Permission for school to provide intimate and personal care

This may / may not apply to your child but this will be kept on record so we know we have permission for occasional accidents.

Child's full name	
Male      Female      (please circle)	
Date of birth	
Distinctive features e.g birthmarks	
Allergies	
Parent / Carer's full name	
Address	

I understand that;

Subject to the conditions laid down in the school Intimate and Personal Care policy, I give permission to the school to provide appropriate intimate and personal care support to my child e.g. changing soiled clothing, washing and toileting assistance as necessary.

If my child says no to a member of school staff providing intimate care, then I will be contacted and the personal care will not be provided.

I will advise the head teacher of any medical complaint my child may have which affects issues of intimate care.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_