

St. Mary's Church of England Primary School, High Crompton



# Intimate Care Policy

Written on: January 2017

Approved by Governors on: 26.1.17

Review on: June 2020

## **Mission Statement**

*"...to provide a fun, stimulating and excellent education which enables each child to achieve their full potential, academically, spiritually, emotionally and socially in a safe, Christian environment..."*

## **Healthy School**

St. Mary's is a Healthy School with healthy attitudes embedded in the curriculum and extra-curricular activities. Children are encouraged to be active and maintain healthy relationships with their peers and adults as well as making other choices about healthy lifestyles.

## **Building Learning Power Statement**

At St. Mary's, we encourage all pupils to build their own learning power. Building Learning Power emphasizes the development of lifelong learning values and skills. We aim to ensure that all children develop persistence and curiosity for learning and become adventurous risk takers who are not afraid of the 'don't know' state of mind. At St. Mary's, children will develop the ability to take responsibility for their own learning and self-assess and be able to articulate themselves as a learner. They will have the opportunity to develop the ability to know what's worth learning, know how to face confusion and know the best learning tool for the job.

## **Introduction**

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.

## **Rationale**

It is our intention to develop independence in each child, however there will be occasions when help is required. Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that

contribute to our approach to pastoral care. The principles and procedures apply to all staff who are involved in the intimate care of children.

St. Mary's 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. St. Mary's recognises that there is a need to treat all children with respect and dignity when intimate care is given.

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

### **Definition**

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- feeding
- oral care
- washing
- changing clothes
- toileting
- first aid and medical assistance
- supervision of a child involved in intimate self-care
- 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.

### **Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to

- be safe
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be involved and consulted in their own intimate care to the best of their abilities
- express their views on their own intimate care and to have such views taken into account
- have levels of intimate care that are appropriate and consistent.

### **Parental Responsibilities**

It is generally expected that most children will be toilet trained and out of nappies before they begin school. Parents have a responsibility to advise the school of any known intimate care needs relating to their child and their permission is sought to allow the provision of intimate care. **All parents as the pupil enters Reception are asked to sign the intimate care agreement.**

(Appendix I)

Where a child has a medical condition which requires regular intimate care parents are requested to provide school with all necessary products such as wipes, bags, nappies and appropriate spare clothing.

### **School Responsibilities**

All staff working with children must obtain an enhanced Disclosure and Barring Service (DBS). Students and volunteers will not be required to undertake any intimate care duties which involves changing or medical care. They may be asked to assist with less intrusive care such as feeding.

Only those members of staff who are familiar with the intimate care policy and other safeguarding policies of the school are involved in the intimate care of children.

Intimate care arrangements which are required on a regular basis are agreed between the school and parents, and when appropriate and possible, by the child.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Person for Child Protection, or the Deputy Designated Person for Child Protection in her absence. In this school this is the Headteacher and Deputy Headteacher.

### **Guidelines for Good Practice**

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs. Staff will be supported to adapt their

practice in relation to the needs of individual children, taking into account their developmental changes, level of understanding and ability to communicate.

It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the guidelines of good practice will safeguard both children and staff.

Staff will endeavour to:

**1. Involve the child in their intimate care**

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. Where a child is fully dependent, the member of staff will talk about what is going to be done and, where possible give choices.

**2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.**

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many adults might need to be present when a child needs help with regular intimate care.

Usual practice will follow: one child cared for by one adult and another adult remain close by or a means of calling for assistance. For example, in the Reception classroom the adult will assist the child in the first toilet opposite the entrance to the bathroom and another adult will remain in the classroom. At lunchtime the disabled toilet in lower school entrance will be used to assist infant children with intimate care. The door should remain slightly ajar with another adult to remain in the close vicinity. This is in accordance with our safer working practice policy. In the Junior Disabled Toilet staff should inform an adult in this area that they are entering the bathroom and if assistance is needed pull the alarm call.

For pupils with a personal care plan their intimate care should follow the procedures outlined. Intimate care in these instances is carried out by one member of staff. Should a member of staff feel vulnerable they may request assistance from a second member of staff who the pupil is familiar with.

**Children must not be allowed to use the 'adults only' toilets.**

**3. Make sure practice in intimate care is consistent**

For children with any additional needs a full risk assessment, with consultation from outside agencies, will be undertaken to address issues such as moving and

handling and personal safety of the child and the adult. Training and apparatus necessary will be provided to assist with children who require any special arrangements.

#### **4. Be aware of limitations**

Staff must only carry out activities that they understand and feel confident and comfortable with. If in doubt, they must seek further assistance. Some procedures must only be carried out by members of staff who have been formally trained eg use of hoist.

#### **5. Promote positive self-esteem and body image**

Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach taken with intimate care can convey lots of messages to a child about their body worth.

#### **6. If you have any concerns you must report them**

If any unusual markings, discolouration or swellings are observed this must be reported immediately to the Designated Person for Child Protection (DPCP) or the Deputy Designated Person for Child Protection. (DDCP).

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, staff must reassure the child, ensure their safety and report the incident to the DPCP or DDCP. Staff must also report and record any unusual emotional or behavioural response by the child. A written record of concerns must be completed and given to the DPCP. A red spot beside a child's name in the class file indicates that a cause for concern has been reported.

#### **Hygiene.**

All staff must be familiar with normal precautions for avoiding infection and should ensure the use of appropriate protective equipment when necessary, for example, protective, disposable gloves and apron. These can be found in the Junior disabled toilet and Reception classroom toilet and the Staffroom. School does not have shower facilities. Adults will use wet wipes and ensure that each child is as clean as possible. All soiled clothing is to be double bagged and returned to the child to take home.

#### **Working with children of the opposite sex**

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a female.

### **Supporting dressing/undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Key Stage One. Staff will always encourage children to attempt undressing and dressing unaided.

### **Providing comfort or support**

Children may seek physical comfort from staff (particularly children in Reception and Key Stage One). Where children require physical support, staff need to 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 should be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

### **Medical procedures (See Policy on Medicines)**

If it is necessary for a child to receive emergency medicine during the school day parents must complete a permission slip. School will ensure that all relevant staff are informed and receive appropriate training.

Reference must also be made to the Child Protection policy and Safer Working Practices, when adhering to this policy.

### **Links to other policies:**

This policy should be read in conjunction with other related school policies and procedures:

- First Aid and Medicine Policies
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Safer Working Practices Policy
- Single Equality Policy
- Confidentiality Policy
- Early Years Policy

### **Review**

This policy will be reviewed in line with the Policy Management Cycle.



St Mary's Church of England Primary School

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HEADTEACHER: Mrs P A Hartley BEd (Hons), NPQH

DEPUTY HEAD: Mrs J Hardman BSc (Hons), QTS, NPQH

### **Parental Permission for Intimate Care.**

I give permission for \_\_\_\_\_ (name of child) to receive intimate care should it be necessary. This may include:

- feeding
- oral care
- washing
- changing clothes
- toileting
- first aid and medical assistance
- supervision of a child involved in intimate self-care
- 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

I understand that staff will endeavour to encourage my child to be as independent as possible.

A copy of the intimate care policy is available to view on the school website or upon request from the school office.

Signed \_\_\_\_\_

Date \_\_\_\_\_