



Hockliffe Lower School

Intimate Care Policy

Rationale

Hockliffe Lower School takes seriously its responsibility to promote the welfare of the children in its care. The 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 treating all children with respect ensuring that no child is attended in a way that causes distress or pain. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. Staff will be given the choice as to whether they provide intimate care and appropriate training will always be given. This Intimate Care Policy has been developed to safeguard children and staff.

Child focused principles of intimate care

The following are the fundamental principles upon which this Intimate Care Policy is based:

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

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils 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 or dressing. It also includes supervision of pupils involved in intimate self-care.

Best Practice

- Pupils who require regular assistance with intimate care have health care plans or intimate care plans agreed at a meeting by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. The plan will be reviewed as necessary, but at least annually, and at any time of change of circumstances; they should also take into account procedures for educational visits/day trips.
- Where relevant, staff will agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.
- Where a care plan or IAP is **not** in place, parents/carers will be informed in person or in a sealed letter on the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself).
- Records will be kept when a child has required assistance with intimate care; and will include full date, times and any comments such as changes in the child's behaviour. It will state who was present in every case
- All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.
- Staff who provide intimate care are trained in personal care according to the needs of the pupil. Staff are fully aware of best practice regarding infection control, and will wear disposable gloves and aprons where appropriate.
- Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages and preferred means of communication
- Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. Wherever possible, the pupil's wishes and feelings will be sought and taken into account.
- An individual member of staff will inform another appropriate adult when they are going alone to assist a pupil with intimate care.
- The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.
- Adults who assist pupils with intimate care will be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.
- No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Child Protection

- Safeguarding and Child Protection / Safer Working Practice policies and procedures will be adhered to at all times.
- The school will seek permission from parents / carers to provide appropriate intimate care support when children start school.
- All children will be taught personal safety skills carefully matched to their level of ability, development and understanding and staff will explain to the child what is happening.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report these to the appropriate manager/ designated person for child protection.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into 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 will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- If a child makes an allegation against a member of staff, all necessary procedures will be followed. (see Child Protection and Safeguarding Policy for details)

Related Policies

This intimate care policy should be read in conjunction with the schools' policies as below

- Safeguarding Policy
- Staff guidance on safer working practice
- 'Whistle-blowing' policy
- Health and Safety Policy
- First Aid policy
- Supporting pupils at school with Medical Conditions Policy
- Special Educational Needs Policy
- Inclusion Policy

Date policy agreed:

Signed:..... on Behalf of the Governing Body

Review Date: Nov 2018