



# *Sharneyford Primary School*

## *Intimate Care Policy*

*Date Reviewed* \_\_\_\_\_ *November 2023* \_\_\_\_\_

*Signature* \_\_\_\_\_

## **Policy for Intimate Care**

### **Introduction**

Sharneyford 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 issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

### **Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

### **Aims**

- ❖ To safeguard the rights and promote the welfare of children and young people.
- ❖ To provide guidance and reassurance to staff whose duties may include intimate care
- ❖ To assure parents and carers that staff are knowledgeable about personal care and that their individual needs and concerns are taken into consideration.
- ❖ To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

### **Our approach to best practice**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care will be trained to do so and made fully aware of best practice. Each child's right to privacy will be respected.

Wherever possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Intimate care arrangements will be discussed with parents/carers on a regular basis (and recorded on the child's care plan, where one is in place). The

needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Children who require regular assistance with intimate care have written Individual Education Plans (IEP) or care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns (such as past abuse) should be noted and taken into account.

Where a care plan or IEP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg: has had an 'accident' and soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person, by telephone or by sealed letter, not through the home/school diary.

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

All 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 his/herself as possible.

Every child's right to privacy will be respected. Adults who assist children one-to-one should be employees of the school and be CRB checked at the appropriate level.

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.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

### **The Protection of Children**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

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 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.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Inter - Agency Child Protection Procedures for details)

### **School Recording and Informing Parents**

When any 'intimate care' is carried out, it will be recorded (see appendix 1) and parents will be informed in person wherever possible or by telephone/sealed letter.

### **Monitoring and review**

This policy is reviewed regularly by the Headteacher, and will be reviewed again formally in two years time.



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