

Woodlands Primary School

Intimate Care Policy



Written by	Rita Tarrant-Blick
Ratified by Governors	July 2024
Date for Review	July 2027
Signed – Chair of Governors	
Signed – Headteacher	
Is this an internal or external policy?	External
Is this based on a model policy?	Yes

This policy has been impact assessed by Rita Tarrant Blick in order to ensure that it does not have an adverse effect on race, gender or disability equality

WOODLANDS PRIMARY SCHOOL INTIMATE CARE POLICY

Woodlands Primary School is committed to safeguarding and promoting the wellbeing of all our children. All staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The intimate care policy has been developed to safeguard children, support staff and ensure good practice is followed.

We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases, such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the case of specific procedures, only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam).

Our Approach to Best Practice

Most children can carry out these functions themselves, but it is recognised that some are unable due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and provide appropriate support for each child on an individual basis.

We believe that every child has the right to feel safe and secure at all times. The child who requires intimate care is treated with respect; their welfare and dignity is of paramount importance. The management of all children with intimate care needs will be carefully planned.

Staff who provide intimate care are trained to do so and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist / occupational therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children will not usually be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved. Staff whose duties may include intimate care will be given guidance and reassurance.

The child 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 him / herself as he / she can. This may mean, for example, giving the child responsibility for washing themselves.

When it becomes clear, in discussion with a parent / carer that a child may require support when going to the toilet, a Personal Care Management Plan will be drawn up along with parents / carers and the child themselves as appropriate to suit the circumstances of the child. A master copy of this plan is appended to this policy.

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 requires support when going to the toilet. Where 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 in the Personal Care Management Plan. The staff member who is involved will always ask the child for permission to assist them.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no male staff are available.

Working with parents / carers

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents / carers as is prior permission.

We will work with parents / carers of a child who requires intimate care to establish a preferred procedure for supporting the child. These will be discussed on a regular basis and recorded on the child's Personal Care Management Plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents / carers. Parents / carers are encouraged to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children with a Personal Care Management Plans, it will be securely recorded on their own personal record on the Child Protection Online Management System. [CPOMS]

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a Personal Care Management Plan, the child will be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents / carers will be informed the same day.

On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents /carers will be contacted immediately so that the child can be taken home for bathing.

The Protection of Children

- Safeguarding Procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of ability, 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. they will immediately report concerns to the Designated Safeguarding Lead.
- 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.

Allegations of Abuse

Personnel working in intimate situations with children can feel particularly vulnerable. This school policy can help to reassure both staff involved and the parents / carers of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the member of staff.

Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

Health and Safety Guidelines for Changing Children

If possible, children should be changed standing up

The child's skin should be cleaned with a disposable wipe. Any soiled or damp clothing should be placed in a plastic carrier bag

Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.

Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.

Staff will ensure that hands are thoroughly washed afterwards.

The staff member dealing with this incident will promptly add it to the child's CPOMS profile.



Appendix

Personal Care Management Plan

Child's Name:

Class:

Year Grp:

Name of Support Staff Involved:

Date of Record:

Review Date:

Area of Need :	
Equipment required :	
Location of suitable toilet facilities :	
Support required:	Frequency of support :

Working towards Independence

Child will try to	Personal Assistant will	

Signed _____ Parents/ Carers

Signed _____ School Representative

Document History	
Date	Summary of changes
Summer 2018	Policy written
Summer 2021	Reviewed - Personal Care Management Plan has been added as an appendix to this policy. References to Intimate Care Plan and Individual Health Care Plan have now been changed to Personal Care Management Plan
Summer 2024	Reviewed – no changes