



## **Intimate Care Policy**

**This policy is applicable to all pupils including those in the EYFS**

### **Definition of Intimate Care**

Intimate Care is any care which involves washing, touching or carrying out an invasive procedure that some children are unable to do due to physical disability, special needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Intimate care may involve help with drinking, eating, dressing and toileting.

### **Aims:**

The aims of this policy are to:

- safeguard the dignity, rights and well being of children and young people and staff
- provide guidance and reassurance to staff
- assure parents that staff are knowledgeable about Intimate Care and that their child's individual needs and concerns are taken into account.

### **Principles:**

This policy embraces the tenets of Every Child Matters; every child has the right to:

- feel safe and secure
- be treated as an individual
- privacy, dignity and a professional approach from all staff when meeting his or her needs
- have their health needs met
- information and support that will enable him or her to make informed and appropriate choices
- be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- information and procedures for any complaint he or she may have regarding Intimate care

### **Working with Parents**

Partnership with parents is an important principle in any setting and is particularly necessary in relation to children requiring Intimate Care.



Prior permission must be gained from parents before and where there are on-going Intimate Care procedures being carried out. (See Appendix 1)

Parents are encouraged to work with staff to ensure that their child's needs are understood and met and that any changes required can be put into place.

### **Good Practice Guidance & Positive Approaches to Intimate Care**

#### **Staff will:**

- know the child prior to their starting at school in order to gain an appreciation of his/her mood and methods of communication
- have a knowledge of and respect for any cultural or religious sensitivities related to aspects of Intimate care
- speak to the child by name and ensure that they are aware of the focus of the activity
- address the child in age appropriate ways
- agree terminology for parts of the body and bodily functions that will be used by staff and encourage the child to use these terms appropriately
- respect a child's preference for a particular sequence of care
- give strong clues to enable a child to anticipate and prepare for events, e.g. show them a clean nappy to indicate an intention to change
- encourage the child to take responsibility for as much of the procedure for themselves as possible
- provide facilities that afford privacy
- keep records noting responses to intimate care and any changes of behaviour.

#### **An Intimate Care Plan**

Any Intimate Care will be discussed with parents. A plan will then be drawn up which is signed by staff and parents and this will be reviewed on a regular basis.

Plans will be mindful of the need to:

- consider care during the course of a usual school day and also for trips and events such as Sports Day, swimming etc
- decide who will substitute in the absence of the appointed person providing Intimate Care
- have arrangements in place for the child to leave the class with minimal disruption to the lesson
- give practical information regarding where Intimate Care will take place
- provide an explanation of how concerns arising from Intimate Care will be dealt with.

#### **Links with Other Agencies**



Positive links with other agencies will ensure the child's well being and development remains paramount. This will enable the school's Intimate Care Plan to take into account the expertise and advice of other professionals.

### **Pupil Voice**

It is the responsibility of all staff to ensure that they are aware of a child's method and level of communication. Every attempt should be made to determine the child's wishes (e.g. by observation of their reactions to Intimate care) and where there is doubt that a child can make choices, this is best ascertained from parents.

### **Recruitment**

Parents must feel confident that relevant staff have been vetted and trained. Candidates should be made fully aware of what the post requires relating to Intimate care. Staff of the same sex as the child requiring Intimate Care will be appointed.

### **Staff Development**

Training will depend on what kind of Intimate care is being provided and according to the needs of the child.

All staff will have current Safeguarding Training. Staff will be trained as necessary in specific types of Intimate Care and they will operate in line with the school's policy at all times. Newly appointed staff will be closely supervised and supported throughout an induction period. Staff carrying out Intimate Care will know who they can go to for advice or if they feel uncomfortable or unsure about a situation or an aspect of care. Staff will understand the need for confidentiality. All staff will know what to do in the case of an emergency.

### **Environmental Advice**

When children need Intimate Care, reasonable adjustments may have to be made. Where children have long term needs, facilities may be adapted. Specialist advice will be obtained from other agencies such as medical or therapy staff.

Additional facilities may include:

- Facilities with hot and cold running water
- Protective clothing such as disposable gloves and aprons
- Appropriate bins for the disposal of nappies
- Supplies of suitable cleaning wipes and materials, anti-bacterial spray, sterilising fluid
- Supplies of nappies, disposable bags, changing mat or bench

### **Vulnerability to Abuse**

All staff are familiar with the school's Safeguarding Policy and they follow Safeguarding procedures. Staff will also be made aware of factors that can increase a child's vulnerability.



- children who need help with intimate care are statistically more vulnerable to exploitation and abuse
- children with disabilities may have less control over their lives than others
- children may experience multiple carers
- children may not be able to distinguish between intimate care and abuse
- children may not be able to communicate

### **Allegations of Abuse**

The Intimate Care Policy provides reassurance to staff and parents about the use of Intimate care in school. However, staff working with children in intimate situations can feel particularly vulnerable. If there is a complaint from a child or parent relating to Intimate Care, action will be taken immediately.

The support role will be changed immediately while the matter is investigated by the Headmistress. Records relating to Intimate Care will be scrutinised and any witness statements taken. The member of staff who has had the complaint or allegation made against them will also receive support from a senior member of staff.

Investigations will be made in line with other policies including Child Protection; Safeguarding; Health & Safety; Parental Complaints Procedure and Whistle Blowing Policy.

Signed:

**(Headteacher)**

Policy Review Date: September 2019



**Appendix 1**

**Agreement between home and school for Intimate Care to be administered.**

Name of Pupil: -----

Tutor Group: -----

Nature of Intimate Care" -----

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Person administering care: -----

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Reserve person administering care: -----

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Signatures:

Staff: -----

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Parents: -----

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**Record of intimate care intervention**

Pupil name" -----

Pupil date of birth: -----

Name of support staff: -----

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Date	Time	Procedure	Staff signature	Second signature