

# West Ashton Church of England Primary School

WEST ASHTON



SCHOOL



**Acorn**  
Education Trust

## Intimate Care Policy

‘you will shine among them like stars in the sky’

Dated June 2022

Review date June 2023

## **INTIMATE CARE POLICY**

**This document should be read and understood with reference to the following documents:**

- Child Protection Policy
- Educational Visits Policy
- Equality Policy
- Special Educational Needs Policy
- Whistle Blowing Policy
- Dealing with Allegations of Abuse Against Teachers and Staff (2011)
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (2009)
- Wiltshire Council Guidelines - Helping Pupils with Continence Difficulties (Circulation No A302/09) (Appendix A)

### **Principles:**

- **West Ashton C of E** 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. **West Ashton C of E** Primary School recognises 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 or pain.
- Staff who work with young children or children who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.
- Staff deliver a full personal safety curriculum, as part of the Personal, Social, Health, Emotional and Economic (PSHEE) Curriculum, 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 personal safety message within the home.
- Children have a right to be safe and to be treated with dignity and respect. Everyone involved with their intimate/invasive care must be sensitive to their needs and to be aware that some intimate care tasks could be open to misinterpretation.

### **Definitions:**

- Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.
- Intimate care includes bathing, washing, toileting, changing pads and sanitary wear.

### **Aims**

- Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of

child protection issues. Staff behaviour is open to scrutiny and staff at this school work in partnership with parent/carers to provide continuity of care to children wherever possible.

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- Where necessary, apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist/occupational therapist as required.
- 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 child will not usually be involved with the delivery of Sex and Relationship Education to those children as additional safeguard for all involved.

### **Procedures**

- Staff involved in administering intimate care must be familiar with the guidelines issued by Wiltshire as laid out in Appendix A – 'Helping Pupils with Continence Difficulties'.
- There should be careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic etc) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
- 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 as they can for themselves. This may mean, for example, giving the child responsibility for washing themselves. Individual 'Toilet Management Plans' (Appendix B) will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety and health of the carer and the child.
- 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 needs help with intimate care. Where possible, one child will be cared for by one adult unless there is a sound reason for having two adults present. In this case the reason must be carefully documented.
- Wherever possible, the same child will not be cared for by the same adult on a regular basis, unless the needs of the child make this a preferred course of action. This is to prevent, as far as possible, the development of over familiar relationships. However, there will be no more than four adults who act as carer for an individual child to ensure that there is not a succession of carers.
- Parents/carers will be involved with the child's intimate care arrangement on a regular basis; a clear account of the agreed arrangements will be recorded. The needs and wishes of children and parents will be carefully considered along with any possible constraints (e.g. staff and equal opportunities legislation). Parents/carers will be required to sign a permission form allowing the school provide care, as detailed in the Intimate Care Plan, to their child (Appendix C)
- Each child will have an assigned member of the SMT to act as an advocate to whom they will be able to communicate any issues or concerns they may have about the quality of care they receive.

### **Nappy Changing**

In some cases children are still wearing nappies when they join our school.

For children who wear nappies to school we adhere to the following procedures.

- We have a safe friendly environment to change the children.
- The nappies are changed by a qualified member of staff.
- The nappies are changed on a regular basis.
- Each nappy change is recorded.
- Parents are contacted if the member of staff are concerned about anything related to the nappy changing.
- We do not provide nappies at school, it is the responsibility of the parent to supply nappies.

### **Sleeping:**

The age of the nursery children in our school deems that they may need a sleep during the day, if a child has a sleep we will adhere to the following procedures.

- To provide a safe and comfortable place for the child to sleep
- This place is away from other children but remains in the same room as the adults who supervise them.
- They will never be left alone during the sleeping period
- The responsible adult will check on the child every 10 minutes.
- The sleep will be recorded in the child's home school book.

### **The Protection of the Child**

- All staff will be aware of and trained in Child Protection Procedures. All procedures will be adhered to.
- Where appropriate 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) they will immediately report their concerns to the designated child protection teacher, or in their absence a member of the SMT. A clear record of the concern will be completed and appropriate referral will be made. Set Child Protection Procedures will be followed as outlines in our policy.
- 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 in line with school's Child Protection Policy and the Local Authority Guidelines.