

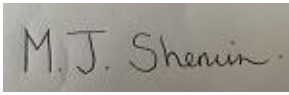


# Intimate Care Policy

Signed 

Principal:

Date 7<sup>th</sup> October 2021

Signed 

Chair of Committee Date 7<sup>th</sup> October 2021

Reviewed: October 2021

Next Review:

October 2023

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## **Rationale**

It is our intention to develop independence in each child, however we recognise that there will be times when help is required. Our Intimate Care Policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate care of children. Children are generally more vulnerable than adults therefore, staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Intimate care may be regarded as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities may include:

- toileting
- feeding
- oral care
- washing
- changing clothes
- first aid and medical assistance
- supervision of a child involved in intimate self-care

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

## **Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:

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

## **School Responsibilities**

Staff who provide intimate care at Daresbury Primary School are trained to do so, and understand our policies on Child Protection and Health and Safety and are fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate. 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 him/herself as possible

Anticipated intimate care arrangements which are required on a regular basis are agreed between the school and parents, and when appropriate and possible, by the child. In such cases consent forms are signed and

stored in the Intimate care folder. Intimate care arrangements for any child who requires this support on a regular basis should be reviewed at least every term. The views of all relevant parties should be sought and considered to inform any future arrangements. Any amendments to arrangements should be recorded for all parties involved.

Parents of children starting Reception are asked to give permission for staff to attend to the intimate care of their child (with particular reference to toilet accidents or illness) should need arise (see attached forms). Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents. The act of intimate care would be reported to EYFS co-ordinator/SENCO and parents at the earliest possible time following the event.

If a staff member has concerns about a colleague's intimate care practice he or she must report it to the Designated Teacher for Child Protection, Mrs Roberts or the Deputy Designated Teacher for Child Protection, Mrs Moore.

### **Guidelines for Good Practice**

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with Special Educational Needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs. Please note: if children do not want assistance with intimate care parents will be contacted immediately. All incidents of Intimate Care should be documented using the Record of Intimate Care form (Attached form)

Staff will endeavour to:

#### **1. Involve the child in the intimate care**

Try to encourage a child's independence as far as possible in his or her intimate care. Talk about what is going to be done and, where possible, give choices.

#### **2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.**

Staff should always ensure an additional adult is discretely informed if they are going to care for any child intimately

#### **3. Make sure practice in intimate care is consistent**

As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that the practice is consistent.

#### **4. Be aware of your own limitations**

Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained.

#### **5. Promote positive self-esteem and body image**

Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take with intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

#### **6. If you have any concerns you must report them**

If you observe any unusual markings, discolouration or swelling, report it immediately to the Designated Teacher or the Deputy Designated Teacher for Child Protection.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident to the DT or DDT. Report and record any unusual emotional or behavioural response by the child.

This intimate care policy should be read in conjunction with the following:

- Daresbury Primary School Child Protection policy
- Health and Safety policy and procedures
- Nappy changing policy
- Policy for the administration of medicines
- Special Educational Needs policy
- Staff code of conduct

### **Review of the Policy**

This policy will be reviewed every 2 years and revised as necessary to reflect the needs of the school and individual children

**Daresbury Primary School**  
**Record of Intimate Care**

<b><u>Name of Child</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Comments</u></b>	<b><u>Staff Involved</u></b>	<b><u>Signature</u></b>

Records should be kept in intimate care folder (EYFS classroom) Parents should always be informed discretely

Dear Parents,

There may be times during the year when we have to support children with intimate care matters including toileting. Our policy (on the school website) clearly states that we will take care to be discreet and respectful and encourage the children to be as independent as possible.

If small toileting incidents occur we will:

- Support the children with cleaning themselves
- Change clothes including underpants and outer clothing (we ask parents to supply a bag with a complete change of clothing included)
- Place all wet clothes into a carrier bag.
- We would appreciate it if all spare clothing bags were returned the next day and any school provided underwear or clothing were washed and sent back into school.

Occasionally it may be too difficult to fully clean a child in school after a toileting accident. Therefore we would call parents for them either to support with cleaning at school or to take their child home for a bath.

Many thanks for your support

Mrs N Lockhart

Parental Permission for Intimate Care

Should it be necessary, I give permission for ..... to  
receive intimate care (e.g. help with changing or following toileting).

I understand that Daresbury Primary School have an intimate care policy which I can view on the school website and that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed .....

Adult with parental responsibility for  
.....

Date.....