



# Kingfisher Primary

## Intimate Care Policy

Responsibility	SLT
Date of last review	Sept 24
Date of next review	Sept 25

## Intimate Care Policy

### Statement of Intent

Kingfisher Primary understands the importance of its responsibility to safeguard and promote the welfare of children. Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance. Kingfisher Primary has developed this policy to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner and treat children with sensitivity and respect. The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved

The pastoral care of our children is central to the aims, ethos and teaching programmes in Kingfisher Primary and we are committed to developing positive and caring attitudes in our children. Our Intimate Care Policy is part of our collective pastoral care policies. This policy is in line with multi-agency guidance as found in the Area Child Protection Committees' (ACPC) Regional Policy and Procedures (2005). It is our intention to develop independence in each child, however there will be occasions when help is required.

'Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.' (9.26, ACPC Regional Policy and Procedures). In school this may occur on a regular basis or during a one-off incident.

Intimate care is any care which involves one of the following:

1. Assisting a child to **change his/her clothes**
2. **Changing or washing a child** who has soiled him / herself
3. Assisting with **toileting** issues
4. Supervising a child involved in **intimate self-care**
5. Providing **first aid** assistance
6. **Providing comfort** to an upset or distressed child
7. **Feeding** a child
8. Providing **oral care** to a child
9. Assisting a child who requires a specific **medical procedure** and who is not able to carry this out unaided.

In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child

### Legal Framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

## **Roles And Responsibilities**

- The Principal is responsible for ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.
- The Principal is responsible for ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent/carer and the child.
- The class teacher or SENCO is responsible for communicating with parents/carers in order to establish effective partnerships when providing intimate care to children.
- The principal is responsible for handling any complaints about the provision of intimate care in line with the school's Complaints Procedure Policy.
- All members of staff who provide intimate care are responsible for undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.
- Parents/carers are responsible for liaising with the school to communicate their wishes in regards to the child's intimate care.
- Parents/carers are responsible for providing their consent to the school's provision of their child's intimate care.
- Parents/carers are responsible for adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

## **Procedures For Intimate Care**

### **Early Years and children with SEND**

- Staff who provide intimate care to children wearing nappies will have allocated times during the day for changing to take place,
- Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.
- Each child using nappies will have a clearly labelled bag/box allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary
- Before changing a child's nappy, members of staff will use the PPE provided, as appropriate.
- Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately afterwards.
- Any soiled clothing will be placed in a tied plastic bag in the child's personal bag and will be returned to parents/carers at the end of the school day.
- Any used nappies will be placed in a tied plastic bag and disposed of in accordance with the school's Hygiene Policy.
- Any bodily fluids that transfer onto the changing area will be cleaned appropriately in accordance with the Hygiene Policy.
- If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.

### **Children Throughout School**

Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached the Principal is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.

### **Parental Engagement**

The school will liaise closely with parents/carers to establish individual intimate care routines for each child that needs them that will set out the following:

- What care is required
- Any additional equipment needed
- Any adjustments necessary in respect to cultural or religious views
- The parents/carers of the child are required to sign the Astrea permissions form in order to consent to their child being supported with their intimate care.
- Parents/carers will be asked to supply the following items for their child
- Spare nappies, wipes, creams, nappy sacks, etc, spare clothes, spare underwear and socks

### **Child Protection/Safeguarding Guidelines**

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy, and will apply these requirements to the intimate care procedures.

The school will ensure that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children.

All members of staff will receive safeguarding training on an annual basis and will receive further training and support where necessary.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the designated safeguarding lead (DSL), in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

### **Pastoral Care Procedures**

- Ensure the child is happy with who is changing him / her.
- Be responsive to any distress shown.

### **Basic hygiene routines**

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.

In the case of Foundation Stage children, in order to avoid any unnecessary distress, a member of staff may assist the child, with a colleague in attendance, unless a parent has requested otherwise or if the child is reluctant. Parents will be contacted as soon as it is practical to do so.

### **3. Providing comfort or support to a child:**

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Teacher for Child Protection.

### **4. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.**

A small number of children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

### **Swimming**

Our KS2 children classes participate in a swimming programme; children are entitled to respect and privacy when changing their clothes however, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying, teasing or other unacceptable behavior does not occur.

### **School Responsibilities**

All members of staff working with children are vetted by the Trust. This includes students on work placement and volunteers who may be left alone with children. Vetting includes criminal record checks and two references.

Only those members of staff who are familiar with the intimate care policy and other Pastoral Care Policies of the school are involved in the intimate care of children.

Where anticipated, intimate care arrangements are agreed between the school and parents and, when appropriate and possible, by the child. Consent forms are signed by the parent and stored in the child's file. **Only in emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school.** Parents would then be contacted immediately.

The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Teacher for Child Protection.

## **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.

Members of staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard both children and staff.

**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. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.

**2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.** Care should not be carried out by a member of staff working alone with a child.

**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 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 and assessed.

**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 to 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 Person 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 immediately to the designated teacher. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

## Intimate Care Plan

Name of Child	
Person undertaking care	
Date	

Agreed 'Intimate Care'

-



Appendix 1

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 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: \_\_\_\_\_

