

Westbury-on-Severn CE Primary School & Preschool

Intimate Care Policy

1 Introduction

- 1.1 The purpose of this policy is for those children with specific care needs as dictated by a personal care plan or educational health care plan (EHCP). It is in place to:
- safeguard the rights and promote the best interests of the children
 - ensure children are treated with sensitivity, dignity and respect, and in such a way that their experience of intimate care is a positive one and consistent with our Christian vision and context.
 - safeguard adults required to operate in sensitive situations
 - raise awareness and provide a clear procedure for intimate care
 - inform parents/carers in how intimate care is administered
 - ensure parents/carers are consulted in the intimate care of their children
 - provide a mechanism for the recording of sensitive data.
- 1.2 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. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing. Children are not excluded from school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. This may be particularly so with Preschool provision. There is close liaison with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate.
- 1.3 Children's dignity and respect 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 Westbury-on-Severn CE Primary School work in partnership with parents or legal guardians to provide continuity of care to children wherever possible.
- 1.4 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents and legal guardians who are encouraged to reinforce the personal safety messages within the home.
- 1.5 Westbury-on-Severn CE 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. Westbury-on-Severn CE 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.

2 APPROACH TO BEST PRACTICE

- 2.1 All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- 2.2 Staff who may be required to provide intimate care will be trained to do so (including Child Protection and Health and Safety training in moving and handling) and will be made fully aware of best practice. This training will be provided by external health professionals such as the school nurse. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- 2.3 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 and relationship education as an additional safeguard to both staff and children/young people involved.
- 2.4 There will 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 will be made aware of each procedure that is carried out and the reasons for it.
 - 2.5 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 for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans 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 of the child and the carer and health.
 - 2.6 The appropriateness of gender of staff providing intimate care will be discussed and agreed with parents or legal guardians
 - 2.7 Each child's right to privacy will be respected. Two named members of staff will be present when a child needs help with intimate care. A record will be kept of every time a child is changed and who carried the task out to safeguard staff and child (Appendix 1). This practice ensures that procedures are followed. This information will be kept confidentially and shared with parents and appropriate authorities as requested.
 - 2.8 If a change of staffing is required, for example a member of staff is ill, then this will be agreed with the parent or legal guardians
 - 2.9 For those children with particular medical needs, parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents or legal guardians will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
 - 2.10 Storage of sensitive information pertaining to a child's intimate care plan, will be stored carefully and confidentially in a lockable cupboard. This will be held by the school until the child's 25th birthday and then shredded. This information will be accessible to staff on request to the Head Teacher if deemed appropriate.
 - 2.11 Parents or legal guardians can speak to the Head Teacher to request access to the child's intimate care plan, which will be reviewed annually with parents or legal guardians, or earlier if there are changes to the child's circumstances.
 - 2.12 Where a parent or legal guardian feels that information from a child's intimate care plan should be passed on to a secondary school setting, then a copy of the care plan will be given to that parent or legal guardian for them to transfer.

3 THE PROTECTION OF CHILDREN

- 3.1 Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.
- 3.2 Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.
- 3.3 If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated person for child protection. A clear record of the concern will be completed and referred to social care and/or police if necessary. Parent or legal guardians will be asked for their

consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm. (See Child Protection policy)

- 3.4 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 or legal guardians 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.
- 3.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection Policy).

4 Equipment Provision

- 4.1 Gloves, plastic aprons and a bin (in disabled toilet) are provided to dispose of any waste.

5 Health and Safety

- 5.1 Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in the designated bin in the disabled toilet. (See Risk Assessment).

Date of Policy September 2021

Signed:

Child's name:

Record of Intimate Care

| Date: | Reason for and nature of care given: | Members of staff present: | Signed: |
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