

INTIMATE CARE POLICY

Version	3	4	5	6	7	8
Policy reviewed on	April 2016	April 2017	April 2018	April 2019	Sept 2020	March 2023
Policy written by	Mrs Follett	Mrs Follett	Mr Whittell	Mr Whittell	Mrs Boulton (covid ammendment)	Mrs Boulton
Date of next review	April 2017	April 2018	April 2019	April 2021	Sept 2022	March 2025

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

1.0 Rationale

1.1. This policy has been written using guidance towards supporting children who require reasonable adjustments made in arrangements for personal care under the relevant legislation including:

- Statutory Framework for the Early Years Foundation Stage (2021)
- Equality Act (2010)
- Disability Discrimination Act (2010)
- Statutory guidance eg SEND Code Of Practice (January 2015)
- Working together to safeguard children (July 2018)

1.2 Intimate care may be defined 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.

1.3 Branwood Preparatory School is responsible for the care of all children, whatever their needs or difficulties, including some children with learning and physical difficulties who have an increased dependency and require practical support with their intimate care needs at school.

1.4 We have defined Intimate Care as direct care of the child in terms of any personal care activity a child would normally be able to do for him or herself. These needs are no different to the needs of a child who is more independent and able but there are differences in the nature, method and principles of fulfilling those needs.

1.5 Intimate care is a high-risk activity in terms of abuse and it is particularly important that there are guidelines on Intimate Care, both to protect those being cared for and the staff who care for the children's needs. We take the view that everyone is safer if expectations are clear, and approaches are as consistent as possible.

2.0 Aim

2.1 To outline good practice during intimate care tasks so we can distinguish between good and poor care practice.

2.2 To protect the children and the staff who are asked to carry out Intimate Care tasks.

2.3 To outline a system that works effectively for the child, ensuring a consistent approach is undertaken and that approaches to intimate care are not markedly different between individuals.

3.0 Definition

3.1 Intimate personal care includes hands on physical care in personal hygiene and physical presence or observation during such activities.

3.2 Intimate personal care tasks can include:

- First aid and medical assistance
- Supervision of a child involved in intimate self-care
- Toileting
- Helping a child dress and undress

4.0 The Governing Body

4.1 The Governing Body is responsible for:

- Ensuring the health and safety of their employees and anyone else on the premises or taking part in school activities. They therefore have a responsibility to ensure that an appropriate intimate care policy is in place.
- Making sure that the intimate care policy is effectively monitored and updated on a regular basis.
- Ensuring that the school has endeavoured to make reasonable adjustment to support children who need intimate care in partnership with parents, staff and outside agencies.

5.0 The Head

5.1 The Head is responsible for putting the policy into practice. They will:

- Plan an individual tailored school intimate care policy with the help of staff, local education and health professionals.
- Plan the schools intimate care policy in line with devolved national guidance.
- Liaise between interested parties – school staff, parents, governors, and pupils.
- Ensure that the plan is put into action, with good communication of the policy to everyone.
- Ensure every aspect of the policy is maintained.
- Monitor the policy and how well it is working, including reviewing it regularly.
- Report back to the trustees and governors about the intimate care policy.

6.0 Staff

6.1 All staff involved in intimate care routines will have been police checked and will receive appropriate training to carry out this aspect of their work.

6.2 All staff have responsibilities. These include:

- Two people needed for the change, one to do the changing and one to ensure the safeguarding of both child and adult (this does not mean there has to be two people physically there each time, as that is not always possible although preferred, but there needs to be another person aware of what is happening to support the member of staff and child)
- Staff should be aware of the abilities of the child. The child should be enabled and encouraged, as far as is reasonably possible, to contribute to his/her own intimate care.
- Staff should ask for the consent of the child before changing them.
- Ensure privacy, appropriate to the child's age and gender. The school takes the view that the issue of privacy is important. All children will be changed in a discreet area with all of the necessary equipment to hand i.e. change of clothes, plastic bag etc.
- Children have the right to be respected. Respect of the child's body and integrity should be included in all care procedures. Ideally, someone who has a positive long-term relationship with the child should carry out intimate care tasks. New members of staff should get to know the children in the classroom context before getting involved in intimate care tasks.
- A strong focus should be evident on choice and decision-making skills. Wherever appropriate, decision making should be an integral part of the process – e.g. Do you want to go to the toilet or not? Can I help fasten your trousers?
- Pupils will be prepared and involved in what is going to happen. Staff will raise the child's awareness of the process.

- Intimate care tasks are not an interruption to the timetable. These practices should be valued as part of each child's essential life skills curriculum. They are an opportunity to develop independent and age-appropriate skills, increase dignity and to raise self-esteem.
- Never do any task unless you are confident in your ability to do it. Never guess; ask a colleague to help.
- If you are concerned – report it. Intimate care tasks should never be approached lightly. If a child has soreness or something to cause you concern, follow School's Child Protection Procedures.
- Sharing of Information. The school may wish to seek the advice of the school nursing service or other health professional. Should this need arise, parental consent will be sought before sharing any personal information.

6.3 Main Procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled items to be double wrapped
- Soiled underwear to be disposed of as instructed by parents
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands
- Children are changed standing up

7.0 Pupils

7.1 Pupils have the responsibility to:

- Treat all pupils equally.
- To treat those children who need changing with respect.
- To allow a child who needs intimate care to do so with dignity.

8.0 Parents

Parents are children's first and most enduring educators, when parents and practitioners work together in early years settings the results have a positive impact on children's development and learning.

8.1 Parents have the responsibility to:

- Agree to ensure that the child is toilet trained before being starting in KG1.
- Providing the school with a change of clothing.
- Understand and agree the procedures that will be followed when their child is changed at school.
- Should the soiling be of a nature that constitutes a health and safety concern for the child, the staff or other children, the parent will be required to collect, shower and return to school as soon as possible.

9.0 Record keeping

9.1 Parents are required to give permission for staff to carry out any intimate care appropriately.

9.2 Staff will complete a form to indicate to a parent why a child has been changed (see appendix 1)

10.0 Links to other policies

10.1 The Intimate Care Policy should be read in conjunction with the Health and Safety Policy and possibly other policies such as Fire Evacuation and Safeguarding, depending upon the reason for referring to policies.

Change of Clothes

..... had to
change their clothes today because

- ☐ Didn't get to the bathroom on time
- ☐ Got wet whilst playing outside/water tray
- ☐ Spilled on self
- ☐ Other

Changed byDate.....