

Approved by Governors	Apr 2015
Reviewed Date	Apr 2018



## INTIMATE CARE POLICY

### **Introduction**

The health and safety of both staff and children is of utmost importance. While we strive to promote children's independence there may be times when help is required.

*This intimate care policy has been developed to:*

- Safeguard children and staff.
- Ensure children are treated with sensitivity and respect
- Provide a clear procedure for intimate care
- Inform parents in how intimate care is administered

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. Such activities can include:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

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

### **Guidelines for Good Practice**

- Each child will be treated respectfully and sensitively
- Matters involving intimate care will be dealt with confidentially
- Children will be encouraged to do as much for themselves as possible
- Children will have privacy to change appropriate to their age and situation
- Children will be consulted in their own intimate care and where possible be given choices in how it is carried out
- Care will stop immediately if the child appears distressed or uncomfortable when intimate care is being carried out. Staff will try to ascertain why the child is distressed and provide reassurance. The DT must be informed in this instance
- If any concerns arise as a result of providing intimate care they must be reported immediately to the DT

A record of intimate care will be kept in a log book. Details will include the child's name, the date and nature of care given and the signature of two members of staff. Parents will be informed of the nature of intimate care verbally or via a note home (Appendix 1)

### **Safeguards for children**

- All staff are vetted by the SELB
- Intimate care procedures will not be carried out by volunteers or students
- Staff involved in intimate care must be familiar with this policy, the Child Protection Policy and Pastoral Care Policy.

### **Safeguards for staff**

Staff need to be aware they are placing themselves in a vulnerable position when providing intimate care. They can take safeguarding measures including:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child to do as much for themselves as possible
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions
- Provide reassurance if a child is accidentally hurt during intimate care or misunderstands or misinterprets something. Record and report any incidents immediately to the DT.

### **Permission**

Permission to support children with intimate care will be obtained at the beginning of the school year. (Appendix 2)

Only in an emergency (and in consultation with the DT and principal) will staff undertake any aspect of intimate care that has not been agreed by parents. The child will be encouraged to do as much for themselves as possible and parents and the DT will be informed at the earliest possible time.

Where intimate care is required on a regular basis for pupils arrangements will be agreed between the school and parents, taking the child's views into account where appropriate. In such cases, consent forms are signed and stored in the Child Protection cabinet. Such arrangements will be reviewed each term and any amendments recorded.

**Hygiene**

- Protective gloves will be worn
- Soiled clothing will be put in a plastic bag, unwashed, and sent home with the child
- All spills of vomit, blood or excrement will be wiped up and flushed down the toilet

**Providing comfort or support**

Children may seek physical comfort from staff (particularly children Foundation Stage).

If physical contact is deemed appropriate it must be suitable to the age, gender and situation of the child. Staff need to be aware that physical contact must be kept to a minimum and be child initiated.

This policy should be read alongside the Child Protection Policy and Pastoral Care Policy.

Appendix 1



*St. Francis of Assisi Primary School*

Note to inform parents that their child has received intimate care school



## *St. Francis of Assisi Primary School*

In line with the school's Intimate Care Policy this letter is to inform you that your child received help with intimate care today.

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Please contact the school if you have any questions (02837531284)

Signed \_\_\_\_\_

Appendix 2



*St. Francis of Assisi Primary School*

Permission Form for Intimate Care



# *St. Francis of Assisi Primary School*



## **Permission form for the Provision of Intimate Care**

Sometimes young children need help if they are wet or soil themselves. Staff can help children in a sensitive way, encouraging them to do things for themselves when possible. If you prefer, staff can contact you or your emergency contact, who will be asked to attend without delay. St. Francis of Assisi has an Intimate Care Policy. Copies of this policy are available in the office.

Please complete the form below stating your preference and return to school.

### **Please sign as appropriate**

\*I give consent for \_\_\_\_\_ (insert child's name) to be changed and cleaned by staff if they wet/soil themselves.

Signature of Parent/Carer \_\_\_\_\_

\*I would prefer the school contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to assist my child.

Signature of Parent/Carer \_\_\_\_\_