

# Calverton Primary School



## Intimate Care Policy

Person responsible for the policy	Deputy Headteacher - Inclusion
Date shared with staff	February 2022
Date to be reviewed by SENDCO	February 2024
Date ratified by Governing Body	
Date to be reviewed by the Governing Body	
Signed by Chair of Governor:	Signed by Head Teacher:

## **Introduction**

Calverton Primary School is committed to safeguarding and promoting the welfare of the children in its care. Meeting a pupil's intimate care needs is an important aspect of safeguarding.

This policy applies to all staff undertaking personal care tasks but particularly to those in the Early Years Foundation Stage (EYFS) and staff supporting pupils with Special Educational Needs and Disability (SEND). In addition to this, there are other vulnerable groups of children that may require support with personal care on either a short, longer term or permanent basis due to SEND, medical needs or a temporary impairment.

This policy should be read in conjunction with the following school policies:

- Safeguarding Policy
- Health and Safety Policy
- Staff Code of Conduct
- Inclusion Policy
- Whistle Blowing Policy

## **Definition**

Intimate care is any care that involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, however some pupils are unable to do so because of their age, physical difficulties or physical needs. In most cases this involves procedures associated with personal hygiene such as washing, toileting, nappy changing and dressing, but may also include specific procedures such as the administration of certain medicines. It also included supervision of pupils involved in their own intimate selfcare. Intimate personal areas are any parts of the body other than the face, neck, hands, arms or legs.

## **Principles**

All children will be treated with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. The management of all children with intimate care needs will be carefully planned. Staff will work in partnership with parents and carers and other appropriate agencies to provide continuity of care. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

All school staff receive child protection training, and they should support children do as much as possible for themselves and develop each child's ability to achieve independence. Staff receive appropriate specialised training and are provided with facilities and equipment to ensure safety, privacy and dignity.

## **Intimate/Personal Care**

Staff who work with young children or children who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which may 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.

Although all pupils are encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practical, sometimes, pupils require assistance. 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 his/her clothes
3. Assisting with toileting issues
4. Supervising a child involved in intimate self-care
5. Providing first aid assistance
6. Feeding a child
7. Providing oral care to a child
8. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

### **At Calverton:**

- Staff make sure that the health, safety, independence and welfare of the child is promoted and their dignity and privacy is respected at all times
- Staff always explain to the pupil what is happening before a care procedure begins
- Staff must always consider the supervision needs of the pupils and only remain in the room where their needs require this
- Work closely and communicate regularly with parents. Effective communication between parties ensures that practice is consistent.
- It is the responsibility of all staff caring for the children to ensure that they are aware of the child's need and method and level of communication.
- A small number of children will have significant medical needs and will have an individual 'Health Care Plan' This plan will be formulated by the relevant medical professionals and if required, school staff will receive training.
- During a care procedure, where possible, two members of staff must be present. If this is not possible members of staff should always let others know when they are about to complete a care procedure and where.
- If staff has any concerns about excessive requests for medication by children or by parents then they should report concerns to a member of SLT, DSL or Deputy DSL.
- During an intimate care procedure, if a member of staff has any concerns, they should report it to the DSL, or Deputy DSL.

### **OUR APPROACH TO BEST PRACTICE**

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity are of paramount importance.
- Staff who provide intimate care are supported and trained, if required.
- There is 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 is aware of each procedure that is carried out and the reasons for it.
- Children will be supported to achieve the highest level of independence 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.