



INTIMATE CARE POLICY
FOR SCHOOLS WITHIN
THE KEYS FEDERATION ACADEMY TRUST

St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram



September 2017

THE KEYS FEDERATION ACADEMY TRUST

Intimate Care Policy

1. Introduction

- 1.1 Staff who work with young children or children/young people* who have additional or 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.
- 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.
- 1.3 Children's dignity 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 and will undertake their duties in a professional manner at all times. Staff behaviour is open to scrutiny and staff at all schools within The Keys Federation work in partnership with parents/carers to provide continuity of care to children/young people wherever possible. No child should be attended to in a way that causes distress or pain.
- 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/carers who are encouraged to reinforce the personal safety messages within the home.

2. Our 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. Staff will be aware of and respect any cultural beliefs.
- 2.2 Staff who provide intimate care are trained to do so (including Child Protection and Health & Safety Training in moving and handling) and are fully aware of best practice. 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/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.
- 2.4 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.
- 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 issues.

- 2.6 Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible one child will be cared for by one adult, with an adult in the close vicinity to ensure safeguarding for both the adult and the child.
 - 2.7 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 will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
 - 2.8 Each child/young person will have an assigned member of staff (usually the Learning Mentor/Pastoral TA) to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.
- 3. The protection of children**
- 3.1 Child Protection Procedures will be adhered to by all staff.
 - 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, or changes in routine that signal a concern, s/he will immediately report concerns to the appropriate manager/designated person for child protection. A clear record of the concern will be completed and referred to social care and/or the CDAIU (police) if necessary. Assistance from the School Nurse/Health Visitor will also be requested if appropriate. Parents 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 Procedures).
 - 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/carers 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 to safeguard all concerned.

** where 'children' are mentioned in this document, the term will also include young people.*

This policy will be shared with staff as part of the Induction procedure.

This policy has been reviewed with due regard to the Equality Act 2010 during the Autumn Term 2017.

Signed *S. Bruton*

CEO