



# Intimate Care Policy

**Policy date:** July 2017  
**Approved by Directors:** 5<sup>th</sup> July 2017  
**Review date:** Summer 2020

**Signed:**  
  
Diane Hancock  
Chair of Directors

## **Introduction**

Hatfield Heath 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. We recognise that there is a need to treat all children 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. Staff that provide intimate care to children have a high awareness of safeguarding issues and are trained appropriately on the safeguarding systems and procedures adopted in school. Staff will work in partnership with parents/carers to provide continuity of care.

## **Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care.

## **Scope**

This policy applies to all staff undertaking personal care tasks with children but particularly to those who are in the Early Years Foundation Stage (EYFS). As with all developmental milestones in the EYFS, there is a wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children in the EYFS may:

- have been fully toilet trained but regress for a little while in response to the stress and excitement of joining a new school.
- be fully toilet trained at home but prone to accidents in new settings
- be on the point of being toilet trained but require reminders and encouragement
- have delayed onset of full toilet training in line with other developmental delays. These children may master these skills during the Foundation Stage but will require an Intimate Care Plan.

In relation to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment. These children will also require an Intimate Care Plan. This could include, but not limited to:

- children and young person with limbs in plaster
- children and young people needing wheelchair support
- children and young people with pervasive medical conditions.

## **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following an assessment, which may include the involvement of external agencies.

It is essential that the adult who is going to change the child informs the teacher and/or another member of staff that they are going to do this. There is no written legal requirement that two adults must be present, however, in order to completely secure against the risk of allegation, a second member of staff may be

present. This is the preferred option wherever possible and practicable. .In this instance, the second member of staff would be there to oversee the care whilst the first member of staff administers care and support to the child. Where this is not possible, the member of staff providing intimate care will still follow the agreed basic 'good practice' principles as outlined in this policy and procedures. In all instances, the child 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 him/herself as they are able. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.

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 or menstruation. Wherever possible staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved, as far as reasonably possible and practicable. In Key Stage 2, wherever possible, the child should be cared for by an adult of the same sex. However, in certain circumstances this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no suitable male staff are available. In principle, as outlined previously, the preferred option is to have two members of staff present; for male teachers this will always be the case in order to safeguard all parties.

Intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. Ongoing intimate care arrangements will be discussed with parents/carers on the child's intimate care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of the staffing and equal opportunities legislation.

### **The Protection of Children**

Safeguarding Procedures will be adhered to. Where parents do not co-operate with intimate care arrangements, concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health visitor, SEND Co and head teacher to identify the areas of concern and how all present can address them. If these concerns continue there should be discussions with the school's Child Protection Officer (if not the head teacher), about the appropriate action to take to safeguard the welfare of the child.

If any member of staff has concerns about physical changes to a child's presentation e.g. marks, bruises, soreness etc., s/he will immediately report concerns to the appropriate designated person for safeguarding in line with the school's Safeguarding and Child Protection policy and procedures.

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 consulted at the earliest opportunity as part of the process in order to reach a satisfactory and workable solution.

**Intimate Care Plan**

<b>Child's Name:</b>	<b>Class / Year Group:</b>
<b>Name of Support Staff Involved:</b>	
<b>Date of Record:</b>	<b>Review Date:</b>

<b>Area of Need</b>	
<b>Equipment required/by whom</b>	
<b>Location of suitable toilet facilities</b>	
<b>Support required</b>	<b>Frequency of support</b>

**Working towards independence**

<b>School will</b>	<b>Parents will</b>	<b>Child will try to</b>	<b>Target achieved (date)</b>

**Signed: .....Parents/ Carers**

**Signed: .....Member of staff**

**Signed: .....Child (if appropriate)**

## Risk Assessment

**Child's Name:** ..... **Date of Risk Assessment:**.....

	Yes	Notes
Does weight /size/shape of pupil present a risk?		
Does communication present a risk?		
Does comprehension present a risk?		
Is there a history of child protection concerns?		
Are there any medical considerations? Including pain / discomfort?		
Has there ever been allegations made by the child or family?		
Does moving and handling present a risk?		
Does behaviour present a risk?		
Is staff capability a risk?(back injury/pregnancy)		
Are there any risks concerning individual capability(Pupil)		
Are there any environmental risks? e.g. Heat/Cold		

If Yes to any of the above complete a detailed personal care plan.

**Date:**.....

**Signed:**.....

**Name:** .....

**Record of Intimate Care Intervention**

<b>Child's Name:</b>	<b>Class / Year Group:</b>
<b>Name of Support Staff Involved:</b>	

Date	Time	Procedure	Staff signature	Second signature

**INTIMATE CARE RECORD**

**Class:** \_\_\_\_\_

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Name of child</u></b>	<b><u>Intimate care provided</u></b>	<b><u>Adult supporting</u></b>	<b><u>2<sup>nd</sup> Signature</u></b>	<b><u>Communication to parents</u></b>