



Intimate Care Policy

This policy should be read in conjunction with:

- Positive Behaviour Policy
- Child Protection and Safeguarding Policy
- PSHE and Citizen Policy
- Equal opportunities Policy

School Aims and Values:

Our aim at Kirkstall Valley is to allow children to succeed in whatever they choose to, by providing them with a rich, diverse, wholesome and challenging curriculum that will equip them with the skills and knowledge they need to pursue their dreams. We want the best for every individual and by giving our children the education, opportunities, freedom, nurture and challenge that we do, we hope that they will go out into the world feeling confident to make their own path.

Our values:

We value happiness. We know that we learn best when we're happy, and so we put happiness at the forefront at KVPS.

We value learning. We all learn in different ways and we never stop learning. We persevere with our learning and we are able to make mistakes, because we learn from them. We learn about the world and about ourselves and we just love to learn!

We value respect. We respect each other, we respect our environment and we respect ourselves. We know what respect looks like, sounds like and feels like and we know how we should be respected too.

We value relationships. We make connections with people every day – with our friends, our families, our teachers and our communities. We learn how to make, maintain and appreciate these relationships and we know that these relationships make our world a wonderful place to be.

We value diversity. We are all so different and we love that! We love to hear about, understand and celebrate each other's differences and we know that, together, our diversity makes us stronger.

We value resilience. We know that not everything will be easy and we don't want it to be! We want to show that we can rise to challenges, that we can bounce back after set-backs, and that we are confident in our abilities to get the best for ourselves!

And finally, we value ourselves. We know that we deserve a happy, healthy life and we are all here to make sure that happens.

(Agreed by governors, staff and the School Council, December 2017.)

Ethos:

We are proud to be 'a small school with a big heart'.

"Every child, whatever their background or their circumstances, will have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic well-being" (Every Child Matters)

Definition of Children’s Intimate Care Guidelines:

Intimate care is defined as any care of a personal nature, which someone requires. This can range, for example, blowing someone’s nose, to care task of a much more personal nature, such as washing someone’s genital area.

These guidelines should be viewed as expectations upon staff, which are designed to protect both children and staff alike. In situations where a member of staff potentially breaches these expectations, other staff should be able to question this in a constructive manner.

If a member of staff is not comfortable with any aspect of the agreed guidelines, they should seek advice from the Head teacher. For example, if they do not wish to conduct intimate care on a 1:1 basis, this should be discussed, and alternative arrangements considered. For example, it may be possible to have a second member of staff nearby so that they are close to hand but not compromise the child’s sense of privacy.

Rationale

Treat every child with dignity and respect and ensure privacy appropriate to the child’s age and the situation. Privacy is an important issue. Much intimate care is carried out by one staff member along with one child. This practice should be actively supported unless the task requires two people. Having people working alone does increase the opportunity of possible abuse. However, this is balanced by the loss of privacy and lack of trust implied if two people have to be present – quite apart from the practical difficulties. It should also be noted that the presence of two people does not guarantee the safety of the child or young person – organised abuse by several perpetrators can, and does, take place. Therefore, staff should be supported in carrying out the intimate care of children alone unless the task requires the presence of two people. For older children it is preferable if the member of staff is the same gender as the young person. However, this is not always possible in practice.

Aim

To ensure the protection, health, safety and well-being of both pupils and staff.

Local and National Policy

Kirkstall Valley Primary School will fulfil local and national responsibilities, such as:

- *Working together to Safeguard Children (DCSF, 2010)*
- *Safeguarding Children & Safer Recruitment in Education (DfES, 2007)*
- *Intimate Care Guidelines, Children Leeds*

Designated Staff

The designated members of staff responsible for the Intimate Care Policy are Kully Richardson (Head Teacher & Lead Child Protection Officer), Hayley Wild (Assistant Head & Child Protection Officer), Lauren Fairbrother (SENCO & Child Protection Officer), Sasha Thompson (Key Stage One Leader & Child Protection Officer) and Sarah Wigglesworth (Learning Mentor & Child Protection Officer).

Facilities

- Facilities are to be easier accessed by the child and designated with the appropriate advice from relevant professionals where necessary; for example, Occupational Therapist, Physiotherapists, School Nurse, or appropriately trained professionals.
- Hand washing facilities are to be provided within the room for the child/young person and staff. Liquid Soap and paper towels are to be available.
- All waste bins are to be fitted with a lid and disposed of the appropriate manner (external services).
- The importance of privacy is maintained by ensuring the room can be seen to be in use and be secured from intrusion.
- All equipment is to be stored safely but easier accessible to the child where this is necessary. It is important to take into consideration the privacy of the individual children and the safety of others.
- Facilities must be regularly inspected and maintained.
- All notices must be laminated.
- Any spare clothing must be stored in sealed containers.

Consideration is to be taken when disposing of children's soiled clothing. Prior agreement with parents/carers is to be sought whenever possible. Soiled clothing should be placed in a plastic bag for the parent/carer to take home to wash. Machine wash is recommended. No soaking of soiled clothing should take place. Any faecal matter should be disposed of down the toilet before placing clothing in a plastic bag.

Equipment

The list of equipment detailed below is not exhaustive but gives example of types of equipment available for use.

- Rise and fall bed, with suitable sides.
- Changing mat, suitable for young children, covered with intact waterproof material
- Gloves – if direct contact with blood or body fluids is anticipated, staff to wear seamless, non-sterile gloves (e.g. latex and non-latex which are powder free)
- Aprons – disposable plastic aprons. The use of cotton is not recommended.
- Disposable paper towels
- Disposable nappy bags
- Disposable wipes – as agreed with parents
- Cleansing agent – as agreed with parents
- Continence care products
- Yellow Clinical Waste Bags for waste that has come into contact with body fluids. Large amounts of waste to be disposed of using yellow plastic bags (collected by external agency).

The Governing Body:

The Governing Body will ensure that Kirkstall Valley has an Intimate Care Policy in line with local and national statutory requirements.

Parents and Carers:

- Parents of children who are still in nappies when entering Nursery (FS1) must sign a consent form to allow Nursery staff to be able to change their child's nappy when necessary and help with general personal hygiene. This may lead to helping with potty training at a later date.
- Each child, for whom it is appropriate, is to have a written 'Intimate Care Plan' included in their individual programme. This includes pupils requiring any oversight, assistance and supervision. Close involvement by the School Nursing Team, Moving and Handling Team and the child are essential in developing 'Intimate Care Plans' (see appendix 1).
- The plan should be disseminated to all staff involved in the intimate care of the pupil.
- Care plans must be renewed regularly, at least once a year at an Annual Review Meeting or ISAR.

Equal Opportunities:

Culture, diversity, religion, ethnicity, gender, ability, disability and age of pupils and staff will be respected at all times.

Implementation:

Pupils, staff, parents, carers and governors will be aware of the school's position on confidentiality.

Monitoring, Evaluation & Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout school.

Consultation:

Draft to be shared at senior leadership meeting in: January 2018

Draft to be shared with staff: February 2018

Draft to be shared at Governors' Meeting: February 2018

Date agreed by Governors:

Review Date: January 2020



Intimate/Personal Care Plan

Child's Name:	Date:
Main Areas of Need:	
Toileting Plan:	
Dressing/undressing Plan:	
Medical Plan:	
This Plan was written by _____ on _____ Agreed with parents/carers on _____ Child's views were sought for this plan on _____ (if not, why not) Signed _____ Date: _____	