



Wreningham V.C. Primary school

1 Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."

Intimate Care Policy

All policies at Wreningham VC Primary School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School

Person Responsible - Headteacher: Mr RP Jones

Raising Standards committee

Chair Full Governing Body: Mr Steve Kittle

INTRODUCTION

Wreningham CE VC Primary is committed to ensuring all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. The school takes seriously its responsibility to safeguard and promote the welfare of the children in its care. Staff who provide intimate care to children must have a high awareness of child protection issues.

DEFINITION

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. An example would be the care associated with incontinence.

AIMS

- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure the children feel safe and secure.
- To ensure the children are respected and valued as human beings.
- To ensure intimate care procedures minimise any risks associated with intimate care.
- To ensure the procedures are non-discriminatory.
- To ensure staff work in close partnership with parents and carers, to share information and provide continuity of care.
- To ensure no child is attended to in a way that causes distress, embarrassment or pain.

PROCEDURES

All staff carrying out intimate care of children in the school must be aware and follow the procedures and advice below:

- Any adult involved with intimate care should be a member of the school staff, not a volunteer or parent helper.
- Ensure they are aware of the child protection policy and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care, staff should record this and discuss with the school's Designated Safeguarding Lead.
- When using the staff toilet for intimate care, the door is left ajar, not closed.
- Ensure another staff member (secondary care giver) is informed before helping pupils in intimate care.
- Any assistance with intimate care that is done must be recorded on the Class Record of Intimate Care and is signed and dated.
- The secondary care giver understands their responsibility to check with the primary care giver everything was fine during the process.
- Children who need changing during lesson time due to a toileting accident should be changed in privacy.
- There must be careful communication with each child who needs help with intimate care.
- Speak to the child by name and explain what is happening.
- Consider the dignity of the child and allow them to make a decision on how they are to be assisted. Ask the following questions if relevant:
 - Would you like me to help you?
 - Would you like me to come with you and wait outside the door if you need any help?
- 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.
- If children can change themselves, wait outside the door with the younger children and reassure them you are there. If the child is mature enough, offer the option of going alone without an adult.
- Be aware and responsive to the child's reactions if assisting with intimate care.
- Ensure any religious or cultural values are taken into account.
- Ensure spare clothing is readily available.
- Gloves should be used if assisting in any form of intimate care.
- If washing is required, use a disposable cloth. Encourage the child to wash any intimate parts of the body.
- Dispose of any item appropriately.
- If necessary clean and disinfect any soiled areas once the child has returned to class.
- If a child sustains injury needing intimate care the head should be called and the parents informed and requested to attend as appropriate.
- Confidentiality should be always maintained between child, school and the parent/carer.
- Parents will be contacted if the pupil refuses to be changed or becomes distressed during the process.
- Staff with concerns over any aspect of intimate care should discuss these with the Headteacher.

REGULAR OCCURRENCES

- If a child has an ongoing medical problem that requires regular intimate care, the head should be informed so arrangement can be made with the parent/ carer for long term resolution of the difficulties.
- If intimate care is required on a regular basis, an Intimate Care Plan should be completed. The plan must detail the actions needed with regard the child's particular intimate care needs. The plan will be done in consultation with the parents/carers. The plans should include a risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.
- Children who need changing on a daily basis, the date and time of the intimate care must be noted and signed by the staff member. Parents of these children will be aware of the procedures and will not be told each day.
- Parents will be made aware of the procedures and can view the policy at any time.

THE PROTECTION OF CHILDREN

- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Safeguarding Lead and safeguarding and child protection policies will be followed.
- 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.
- If a child makes an allegation against a member of staff, all safeguarding and child protection procedures will be followed.

