

# Clare Primary School



## Intimate Care Policy

<b>Date the policy came into effect</b>	
<b>Date of next policy review</b>	
<b>Name of person responsible for this policy</b>	<b>Safeguarding Team, Principal, BOG, staff</b>
<b>Other related policies</b>	<b>Health and Safety, Pastoral Care, Use of Reasonable Force and Safeguarding, Staff Handbook Code of Practice</b>
<b>Issued to</b>	<b>Staff, BOG, parents (pupils)</b>

## **Mission Statement**

In Clare it is our specific aim to welcome all children into a learning environment where they will feel valued, happy and safe. Where the pupils will gain knowledge, develop their interests, talents and abilities which will hopefully allow them to reach their full potential and become the citizens of tomorrow.

## **Introduction**

The Intimate Care Policy and Guidelines Regarding Children (EA Child Protection Committee) have been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

In Clare Primary School, we aim to meet the needs of each child in our care through having appropriate safeguarding procedures in place and also through actively seeking to promote each child's welfare. Children in the early years of school, and those with physical disabilities may require assistance in managing their personal needs. Other children, because of accident or illness, may also at some time require such assistance.

Each year, the Parent / Guardian of children in the Foundation Stage will be asked to complete a consent form (see Appendix 1) regarding the changing of their child. It is expected that children in Years 3 – 7 (not those with physical disability) are able to change independently unless a parent / guardian has written to request otherwise.

For children with medical or other needs that require intimate care on a daily basis an intimate care plan will be written and be agreed in discussion with parents / guardians, staff and children if appropriate. The plan will be signed by all who contribute on an agreed basis. A full risk assessment will be carried out to address issues such as moving and handling, personal safety of the children and the staff.

## ***UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD***

**Article 19**-Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and mistreatment.

### **Definition of Intimate Care**

Intimate care is any assistance that involves touching a child while carrying out a procedure that most children are able to do for themselves but some are unable to manage without help. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children, parents and other relevant professionals.

Intimate care can include: -

- Feeding
- Washing
- Dressing/undressing
- Toileting
- Oral care
- Menstrual care

In some instances more specialised intimate assistance may be needed for children with physical or medical difficulties.

### **Aims of Intimate Care**

- To safeguard the dignity, rights and well being of our pupils
- To provide guidance, support and protection to staff
- To reassure parents/ guardians that their children are cared for and protected

## **Principles of Intimate Care**

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care of the best of their abilities
- Every child has the right to express his/her views on their intimate care and to have such views taken into account
- Every child has the right to have levels of intimate care that are as consistent as possible.

## **School Responsibilities**

It is the responsibility of the Board of Governors and Principal to ensure that:

- All staff have undergone appropriate vetting and have had child protection training;
- All staff undertaking the intimate care of children are familiar with, and understand the principles of intimate care;
- Intimate care procedures have been agreed by the parents /guardians and child (if appropriate); and
- the procedures outlined in this policy are adhered to.

## **Guidelines for Good Practice**

All children have the right to be safe and to be treated with dignity and respect.

These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard children and staff.

It is the policy of Clare Primary School to involve the child in their intimate care and to try to encourage the child's independence as far as possible in his/her

intimate care.

Where a child has “wet” him/herself, the child will be afforded the opportunity to change him/herself into the underwear provided. The child will usually change in a toilet cubicle or the accessible toilet to ensure privacy. Parents/ Guardians will be informed.

Where the child requires more intimate care (e.g soils him/herself), staff will encourage him/her to clean and change themselves. If the child is distressed or unable to carry this task out independently, paid staff will help with the intimate care procedure if parents have given written permission. In incidences where children require help with their intimate care two adults should be present. One member of staff will be nominated to undertake the intimate care of the child and the other one will stand at a discreet distance to ensure the privacy and dignity of the child is respected while ensuring staff safety and well-being. A record of the intimate care given will be recorded and parents/guardians will be informed. (See Appendix 2). If a parent/guardian has not given permission, he/she will be contacted immediately. The child will be monitored by an adult to ensure that he or she do not become distressed.

### **Promote Positive Self-Esteem and Body Image**

Confident, self-assured children who feel their body belongs to them are less vulnerable to abuse. The approach we take to intimate care can convey lots of messages to a child about their body worth. Our attitude to a child’s intimate care is important and must respect each child’s dignity.

### **Reporting Procedures**

If any member of staff has any concerns regarding the welfare of any child, they will report their concerns immediately to any member of the Safeguarding Team in the school. A written record of all concerns will be made, in accordance with the schools’ Safeguarding/ Child Protection Policy and Procedures.

### **Monitoring, Evaluation and Reviewing**

The school will monitor, evaluate and review this policy annually as part of the Child Protection Policy.

Date Policy Ratified: \_\_\_\_\_

Signed \_\_\_\_\_ (Principal)

\_\_\_\_\_ (Chair of Board of Governors)

## **Appendix 1**

### Parental Permission for Intimate Care Clare Primary School

I give permission \_\_\_\_\_ (child's name) to receive intimate care when incidents arise whereby the child is unable to manage their needs independently.

I understand that staff will endeavour to encourage my child to be independent and that I will be informed discretely should the occasion arise.

Signed. \_\_\_\_\_

(Parent/ Guardian)

## Appendix 2

**School : Clare Primary School**

## Intimate Care Record

[illegible]

