

Intimate Care Policy

Ashton West End Primary Academy



Approved by: The Full
Governing Body

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Next Review date:
June 2024

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Introduction

At Ashton West End we are committed to promoting the welfare of children and young people. All staff have a duty of care to provide an environment where children feel safe and secure and all staff consider the best interests of the child at all times. Meeting the needs of individual children may include the need for intimate care. Staff work in partnership parents/ carers to provide a continuity of care and have a high awareness of child protection and safeguarding policies .

Definition

Intimate care is any care which involves washing, touching or changing children. In most cases such care will involve cleaning/ changing for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

Intimate care tasks include:

- Dressing and undressing children (including underwear)
- Assisting a child to change his/ her own clothes
- Assisting children to use the toilet
- Supervising a child involved in intimate self-care
- Changing nappies/ pull ups when necessary

Intimate care is a sensitive issue and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control.

Legislation

This policy has been developed in conjunction with the following government guidance:

- Working together to Safeguard Children (2018)
- Keeping children safe in Education (KCSIE) (2019)

This policy has also been developed in conjunction with the following school policies:

- Child Protection & Safeguarding Policy
- Equality and Diversity Policy
- SEND Policy
- Whistleblowing Policy

Aims of the Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible.

The aim of this policy is to:

- Provide clear guidance and support to all staff.
- Ensure that all staff provide a consistent approach to intimate care.
- To inform parents/ carers of specific guidelines and procedures regarding their child's care needs.

- To reassure parents that their child is cared for and safe in school.

Responsibilities

All staff have a responsibility to promote the welfare of all children. Staff understand that they have a duty of care to ensure the safety and wellbeing of children and ensure that they are familiar with government guidance regarding safeguarding. Ashton West End is committed to ensuring that any staff responsible for intimate care respect children's needs and undertake intimate care duties in a professional manner. All staff have a responsibility to respect children's individual needs and ensure that every child has a right to privacy and dignity.

Staff will encourage children to carry out as much intimate care for themselves as possible and support children with this. This includes encouraging children to use the toilet and dress themselves and giving children support where necessary. Intimate care plans will be created for children who have specific intimate care needs (See Intimate Care Plans below).

The protection of children

Safeguarding

All staff must have an awareness of safeguarding and safeguarding issues that can put children at risk of harm. All staff will receive relevant ongoing Safeguarding training. Identified staff should also receive training for very specific intimate care procedures where relevant. All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks. Only adults stated on the Intimate Care Plan will be permitted to carry out specific intimate care duties.

If staff are concerned about a child's comments/ actions whilst carrying out intimate care procedures this should be recorded and the Designated Safeguarding Lead (DSL) will be informed through the online system 'Child Protection Online Monitoring and Safeguarding' (CPOMS). If staff are concerned about a child's physical changes (including bruises, marks etc) then the same procedures will be followed. Relevant actions and monitoring will then be put into place.

At Ashton West End Primary Academy we understand that individual children often have needs and we ensure that we identify and consider these needs efficiently and effectively. We understand that all children have a right to safety and privacy when receiving intimate care. When creating intimate care plans, additional vulnerabilities will be considered.

The Equality Act 2010

The Equality Act protects children from discrimination based on gender, race and disability. All staff are responsible for promoting equality and avoiding discrimination against any children regardless of age, religion or special educational need.

Procedures

Toileting

Staff will support children with toileting needs where necessary and encourage children to carry out as much self-care as possible independently. Staff may need to support children to undress/ dress while using the toilet where necessary. Parents are encouraged to bring spare clothes in for children. Staff will encourage the child to change themselves and support where necessary. This should be done with another adult present, whilst also providing the child with privacy from other children. When a child needs help to clean themselves, two adults must be present. Depending on the age of the child and needs of the child, staff may feel that it is appropriate to phone the parent. In such instances, a member of SLT must be consulted.

If a child has specific toileting needs discussions with parents/ carers will be required and an intimate care plan may be put into place.

Children wearing nappies

Some children may have a specific self-care need that may include them needing to wear nappies/ pull-ups in school. At Ashton West End, children with specific self-care needs are encouraged to wear pull-ups if necessary rather than nappies, to make intimate care more efficient. If a child is in pull-ups then an intimate care plan must be put into place (See intimate care plans below).

The parent should provide nappies, disposal bags, wipes and any other necessary self-care items and this will be discussed with parents/ carers. The Academy is responsible for providing gloves, a bin, and liners to dispose of any waste.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must only use physical contact where necessary. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny. When engaging in intimate care procedures, two members of staff must be present. One member of staff will monitor the procedure.

When staff are engaging in necessary physical contact with children it must be for the least amount of time necessary and appropriate for their age and individual needs. It must only be carried out in response to children's needs at the time and must be in the best interest of the child.

Intimate Care Plans

If a child has specific toileting and self-care needs it may be necessary for an Intimate Care Plan to be put into place (See Appendix 1). The plan will be created alongside parents/carers, relevant health professionals and relevant agencies where necessary. The plan will be created based on children's individual needs and parents will have opportunity to discuss this with staff. All parties will then sign the plan and a copy will be given to parents and the relevant staff. This plan will be reviewed regularly.

The plan will include:

- Clear information regarding the assistance to be provided.
- An outline of where intimate care will take place.
- The named person(s) with responsibility to assist the child.
- Arrangements in the absence of the named assistants.
- Arrangements for out of school events/activities.
- Arrangements for review and monitoring of the care plan.

Records should also reflect arrangements for ongoing and emergency communication between home and school. It is also important that the procedure for dealing with concerns arising from personal care processes is clearly stated and understood by parents/carers and all those involved.

Children with Special Educational Needs

A pupil has Special Education Needs (SEN) if they have a learning difficulty or disability which calls for special educational provision to be made for them.

At Ashton West End, designated staff are involved in providing intimate/personal care to children and young people with special educational needs arising from learning difficulties, sensory impairments, medical needs and physical impairments. This places those staff in a position of great trust and responsibility. They are required to attend to the safety and comfort of the children/young people and to ensure that they are treated with dignity and respect. All staff understand that the needs of the children must be respected and carry out intimate care duties with professionalism. Special Educational Needs must be considered when creating care plans for individual children.

Religious and cultural values must always be taken into account when making arrangements for managing intimate/personal care needs for children and young people, and stereotypes should be challenged. Staff engage in intimate care based on children's individual needs, disability and age.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded.

Involvement of Parents/ Carers


At Ashton West End we recognise the importance of working alongside Parents/ Carers and this is particularly necessary for children with specific care needs or disabilities. Parents/ carers will work alongside staff to ensure that children's needs are identified and appropriate plans are put into place. Although staff are responsible for the self-care of their child in school, parents should be closely involved in the preparation of intimate care plans and other plans that may need to be implemented.

Monitoring

This policy will be reviewed and approved by the Principal and Governing Board every two years.

At every review, the policy will be shared with the governing board.

Appendix 1- Intimate Care

Ashton West End Primary Academy Intimate Care Plan		
Date of Plan:		INSERT PHOTO HERE
Review Date:		
Name of Child:		
Date of Birth:		
Class/ Teacher Name:		
Special Educational Need:		
Medical Information:		
Communication skills:		
Details of Plan		
<u>Members of Staff who will carry out Procedures</u>		<u>Where will the Procedures take place?</u>
<u>Name:</u>		
<u>Signature:</u>		
<u>Name:</u>		
<u>Signature:</u>		
<u>Care required/ Procedures</u>		
<u>Arrangements in the absence of named members of staff:</u>	<u>Arrangements for out of school events/ trips:</u>	

<u>Actions</u>	
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<u>Parents will provide:</u>	<u>School will provide:</u>
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<u>Actions to be taken if any concerns arise:</u>

<u>Management of Intimate care needs</u>
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Management and review of the personal care needs plan with staff, parents/carers and pupil, if appropriate, is the responsibility of the SENCO. Day to day responsibility for the implementation of this personal needs care plan remains the responsibility of the staff named above.

<u>Additional Information</u>

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I have read and agree to the Intimate Care Plan as provided by Ashton West End Primary Academy. I give permission for the named member(s) of staff to attend to the care needs of my child and are in agreement with the procedures proposed.

Parent/ Carer:	
Signature	

Parent/ Carer	
Signature:	

Class Teacher:	
Signature:	

SENCO:	
Signature:	