



**Greenfields Primary School**

**Intimate Care Policy**

## Approval

Signed by Head teacher / Chair	
Date of approval	May 2019
Date of review	May 2023

### Aims and Objectives

At Greenfields Primary School we are committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

#### **What is Intimate Care?**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. This will most frequently be when children have had toileting accidents or in some cases when they need a nappy changing.

In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care.

Some children will have medical needs which will require intimate care or intervention and these specific procedures should only be undertaken by a suitably trained person who is competent to undertake the procedure.

The issue of intimate care is a sensitive one and requires 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.

There will always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

#### **Managing Risk to Adults**

Members of staff should not put themselves at risk by dealing with intimate care issues without informing another adult or in certain circumstances, having another adult present. This includes situations where a child has become wet or soiled and will need help to clean themselves. In these cases another adult must be alerted and be in close proximity whilst the child is being cleaned and changed. These incidents must also be recorded with child's name,

date, time and adults present noted. The child's clothes must be returned to parent/carer at pick up time. Where specific procedures are to be undertaken which may include dealing with the intimate medical needs of a child adults should have been training in the procedure and have a second adult present or nearby if the child is unwilling for another adult to be present.

### **The Management of Intimate Care**

The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Any child with intimate care needs 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 s/he can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected.

Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted.

Ongoing intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

### **The Protection of Children**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc) they will immediately report concerns as per school procedures. 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. Staffing may need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed.

### **Children Wearing Nappies**

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

### **Health & Safety Guidance**

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

## **Special Needs**

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

## **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 be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny

## **Review**

This policy will be reviewed annually by the Governing Body and updated with staff.

Changes in legislation, training or advice will be noted and the policy revised at the appropriate time.