



**Policy for
Intimate care
at
ABBOT ALPHEGE
PRIMARY SCHOOL**

Bath and Mendip Partnership Trust

Review Due: January 2022

Last review: January 2020

Any named persons in this policy are outlined below:

**Name: Mrs Sarah Halls and Mrs Sharon Badger Role: Co-Acting
Head teachers**

1. Introduction

Rationale

At Abbot Alphege Primary School it is our intention to develop independence in each child, however there will be occasions when adult help is required. Our Intimate Care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our Safeguarding of pupils. The principles and procedures apply to everyone involved in the intimate care of children. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005.

Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident.

2. Aims and Objectives of Policy

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. Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.
- Members of staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation.

Responsibilities

- The Governing Body has overall responsibility for the implementation of the Early Years Intimate Care Policy.
- The Governing Body has overall responsibility for ensuring that the Intimate Care Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender or disability.
- The Governing Body has responsibility for handling complaints regarding this policy
- The Early Years lead teacher will be responsible for the day-to-day implementation and management of the Early Years Intimate Care Policy.
- Staff, including teachers and support staff, will be responsible for following the Intimate Care Policy.

General principles

- The school is not responsible for toilet training in the Early Years Foundation Stage.
- The school is not responsible for providing wipes or spare clothes. For those children in Upper Key stage 2 parents should provide suitable sanitary products.
- Parents are required to provide spare clothing, even if their child is toilet trained, in case of accidents.
- If a pupil, known to be toilet trained, begins having accidents on a regular basis, parents will be informed.

The school ensures that toilet facilities are easily accessible and well maintained to promote children's awareness of good hygiene practices and developing independence.

3. Main Body of Policy

Definition of intimate care

Intimate care is any care which involves washing, touching or carrying out a procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Such activities can include:

- toileting;
- feeding;
- oral care;
- washing;
- showering;
- changing clothes;
- first aid and medical assistance; and
- supervision of a child involved in intimate self-care,
- providing advice to enable a pupil to attend to their menstrual care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Health and hygiene

- To prevent the spread of infection, staff will wear disposable gloves and aprons when dealing with a toileting incident.
- The area will be cleaned after use.
- Children will be supported with changing in the toilets, if soiled the shower in the disabled toilet should be accessible.
- Hot water and liquid soap are available to wash hands as soon as the task is completed.
- A hot air dryer/paper towels are available for drying hands.
- Soiled pants/nappies will be placed in a nappy sack and handed to the parent/carer.
- A parent will be contacted immediately to collect the child
- Parents will follow the school procedure, ensuring the child does not return

until they are free of symptoms, this is usually a 48 hour time frame.

Safeguarding

- Should marks, bruises or injuries be found on a child when supporting them with changing, staff members are required to follow the school's Safeguarding Policy and report it to the Safeguarding Lead (DSL) or the Deputy DSL. Further details can be found in the School's Safeguarding Policy.

Adhering to the following guidelines of good practice should safeguard children and staff:

- involve the child in the intimate care.
- Try to encourage a child's independence as far as possible in his or her intimate care.
- Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible.
- Check your practice by asking the child or parent about any preferences while carrying out care
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- Care should not be carried out by a member of staff working alone with a child. Two staff members should always be present.
- Make sure practice in intimate care is consistent. As a child may have multiple carers and a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
- Ensure any incidents where a child has received intimate care are reported to parents/carers.
- If the intimate care is a regular, planned event due to SEND there should be regular communication between home and school. This may be in the form of a home-school books, or a more formal record kept in the case of pupils with specific medical needs. In this case the School Nurse will be involved and may support staff and parents by advising what sort of information should be recorded, and monitoring the provision in school.
- Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed.
- Promote positive self-esteem and body image. Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
- If you have any concerns, you must report them. If you observe any unusual markings, discolouration or swelling report it immediately to a DSL/DDSL.
- If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to a DSL/DDSL.

Communication with children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods – words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- make eye contact at the child's level;
- use simple language and repeat if necessary;
- wait for response;
- continue to explain to the child what is happening even if there is no response;
- treat the child as an individual with dignity and respect.

Staff development

- Staff must receive Safeguarding update training every year
- Staff must be trained in the specific types of intimate care that they carry out and fully understand the intimate care policy and guidelines within the context of their work.
- Whole school staff training should foster a culture of good practice and a whole school approach to intimate care.
- It is imperative for the school and individual staff to keep a dated record of all training undertaken.

4. Publication of Information

Information is shared as appropriate with the relevant class teacher. Relevant information about any pupils who are vulnerable is shared with all teachers in order that everyone can be vigilant and prepared to handle any situations arising in the day with care and sensitivity.

5. Review of Policy

The Governing Body regularly reviews this policy and its implementation. This policy will be reviewed January 2022