



Intimate Care Policy

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Version 1.0

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1.0 Introduction

- 1.1 Staff who work with young children or children who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs. Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.
- 1.2 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. Such activities can include:
- Feeding
 - Oral care
 - Washing
 - Changing clothes
 - Toileting and menstrual care
 - First aid and medical assistance
 - Supervision of a child involved in intimate self-care.

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

- 1.3 Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at our school work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- 1.4 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- 1.5 Manor House School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. All staff 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.

2.0 Our approach to best practice

- 2.1 All children who require intimate care are treated respectfully at all times; each child's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care are trained to do so (including Safeguarding and Health and Safety training in moving and handling) and are fully aware of best practice.
- 2.3 Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children



will not usually be involved with the delivery of sex and relationship education to those children as an additional safeguard to both staff and children involved.

- 2.4 There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
 - 2.5 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 wiping or washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.
 - 2.6 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 needs help with intimate care. Where possible one child will be cared for by one adult who is well known to the child and the child's parents unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
 - 2.7 Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence. Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.
 - 2.8 Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation. Parents will always be informed after intimate care has been provided to a child (either verbally or in writing) and this will take place as soon as possible after the care has been provided (and must happen on the same day).
 - 2.9 Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.
- 3.0 The protection of children**
- 3.1 Safeguarding and Child Protection Procedures will be accessible to staff and parents and will always be adhered to.
 - 3.2 Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.



- 3.3 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 appropriate Senior Designated Officer for Safeguarding (Helen Freeman, Linda Scott, Adam Gibson). A clear record of the concern will be completed using the school's reporting form and will be referred to the appropriate external agency(ies) if the school's Welfare Panel considers this to be an appropriate course of action. Parents will be informed that a referral is being made unless doing so unless it is judged that doing so would be likely to place the child at greater risk of harm.
- 3.4 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.
- 3.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed as detailed in the School's Safeguarding and Child Protection policies and procedures.

4.0 Every Child Matters

This Policy is fundamental to our Safeguarding procedures, supporting the Every Child Matters outcomes and delivering our School vision and values:

Our vision is to nurture children who are...

- *Confident yet humble in knowing they can and will succeed*
- *Resilient when faced with challenges and setbacks*
- *Happy in the world as it is while able to see the world as it should be*
- *Creative, open-minded and sensitive to the needs of others*
...allowed to be children.

Our Values:

- *We treat others as we like to be treated and we do all we can to make ourselves and others happy*
- *We have high, positive expectations and always do our best*
- *We are honest and do the right thing even when it's difficult*
- *We take responsibility for our own thoughts, words and actions*
- *We all understand and support each other because we know how we feel affects how well we learn*
- *We believe children's intelligence comes in many forms and that our school environment supports and reinforces independence and creativity*



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- *We promote independence in learning and celebrate achievement because we are all teachers and we are all learners*
 - *We feel proud to be part of our school family and work together to achieve our goals - The school works because the team works.*



APPENDIX 2

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's name: _____

Parent's name: _____

Parent's signature: _____

I understand that I give permission to the school to provide appropriate intimate care support to my child (e.g. changing soiled clothing, washing and toileting.).

I will advise the Headmaster of any medical complaint my child may have which affects issues of intimate care.