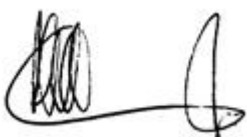


Intimate Care Policy

SCHOOL

3

BFS

Headteacher	Chair of Governors	Review Dates
		Last Review: July 2021
Lisa Keighley	Philip Cavalier-Lumley	Next Review: July 2024

1. Policy

Blakehill Primary School is committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside of the school premises.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance.

2. Purpose

Staff who work with young children who have special needs will realise that the issue of intimate care is a difficult one and will require all staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Bathing/showering/washing
- care associated with continence and menstrual management e.g. changing sanitary wear

3. Scope

This policy applies to all pupils, teaching, non-teaching staff, volunteers and Governors working within Blakehill Primary School.

4. Principles

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 Blakehill Primary School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Blakehill Primary 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. Blakehill Primary School recognises that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes any distress or pain.

5. Responsibilities

Role of the Governing Body

- Decide and agree policy
- Give strategic guidance
- Monitor and review Intimate Care issues through Policy Review Committee, reporting back through the Chair of the Committee to the Governing Body.

Role of the Headteacher

The Headteacher will:

- Ensure that all Staff who provide intimate care are appropriately trained to do so (including Child Protection and Health and Safety and training in moving and handling) and are fully aware of best practice
- Support and guidance should be sought from the Senco if required
- Ensure that Nursery Nurses have in their Job Description: 'look after the physical well being of children' and 'promote the children's development of self-help skills, such as washing, toileting dressing and feeding'
- Ensure that apparatus will be provided to assist with children who need special arrangements following assessment from health care professionals as required
- Ensure that all 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 / or menstruation. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.
- Ensure that Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to Staff and are adhered.

Role of the Senior Management Team

The SMT will:

- Ensure that if a child makes an allegation against a member of staff, the local authority complaints and grievance procedures will be followed
- Each child requiring SEND intimate care 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.

Role of All Staff

All staff will:

- Ensure that they have read and understood the school's *Intimate Care Policy*
- Fully support all Intimate Care arrangements
- Ensure that children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance
- Ensure that if a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be reported to the SMT
- Ensure that 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
- Where appropriate, teach the child personal safety skills with reference to intimate care carefully matched to their level of development and understanding
- Wherever possible, ensure that the same child requiring intimate care 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
- Respect each child's right to privacy. 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 unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented
- Ensure that 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. Careful communication is also maintained with parent/carer
- Ensure that 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 manager/ designated person for child protection
- 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 health and safety of the child and the carer.
- A member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.
- Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.
- In liaison with the pupil and parents/carers, an individual healthcare plan will be created to ensure that reasonable adjustments are made for any Pupil with a health condition or disability.
- Regular consultations will be arranged with all parents and pupils regarding toilet facilities.
- The privacy and dignity of any pupil who requires intimate care will be respected at all times.
- Any pupil with wet or soiled clothing will be assisted in cleaning themselves.
- Members of staff will react to accidents in a calm and sympathetic manner.

- Accurate records of times, staff, and any other details of incidents of intimate care will be kept in the intimate care log.
- Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and will be changed by a designated member of staff.
- A minimum number of changes will be agreed.
- The family's cultural practices will always be taken into account for cases of intimate care.
- Where possible, only same-sex intimate care will be carried out.
- Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

Health and safety

- Staff will wear fresh aprons and disposable gloves while assisting a pupil in the toilet or while changing a nappy/incontinence pad.
- Soiled nappies/incontinence pads will be securely wrapped and disposed of appropriately.
- Where one pupil requires intimate care/toileting, nappies/incontinence pads will be disposed of in an ordinary bin, as per health and safety guidelines.
- Where more than one pupil requires intimate care, nappies and incontinence pads will be disposed using the nappy bin provided.
- The changing area or toilet will be left clean.
- Hot water and soap are available to wash hands.
- Paper towels are available to dry hands.
- Pupils will be changed while standing up, on a purpose-built changing bed or changing mat on the floor.

Role of the Named Child Protection Person/Governor

The Named Child Protection Person/Governor will:

Ensure a clear record of the concern will be completed and referred to social services and/or police if necessary. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm.

Role of the Pupils

Pupils are expected to:

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 washing themselves.

Role of the Parents/carers

Parents/carers are expected to:

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/carers will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

Safeguarding

- Only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.
- Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the pupils in their care as an extra safeguard to both staff and pupils involved.
- Wherever possible 2 members of staff assist a child with intimate care.
- Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.
- Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil is toileted.
- If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will immediately report the concerns to the Child Protection Officer.

6. Procedures

This policy will be achieved by the school:

- Creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children
- Educating pupils on how to keep safe and to recognise behaviour that is unacceptable
- Identifying and making provision for any pupil that has been subject to abuse
- Ensuring that members of the governing body, the Headteacher and staff members understand their responsibilities under safeguarding legislation and statutory guidance, and are alert to the signs of child abuse and know to refer concerns to the designated safeguarding lead (DSL)
- Ensuring that the Headteacher and any new staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.

The Stages of Risk Assessment are:

- Review all the activities of the school such as systems, jobs, tasks, people, equipment etc.
- Identify the hazards that are or may be involved
- Identify those persons who may be at risk
- Identify the level of risk
- Decide whether existing measures adequately control the hazard
- Consider appropriate and suitable measures that may eliminate or reduce risk
- Implement the risk control measures
- Communicate the risk control measures to all school personnel
- Monitor the control measures for effectiveness
- Review and introduce new procedures.

Frequency of Risk Assessments Risk Assessments must take place annually and as appropriate although checks to equipment should take place more frequently.

Reporting Procedures

All risk assessments are reported to:

Senior Management Team by the relevant staff member.

Publication of Risk Assessments will be held in school office.

Swimming

- Pupils in Year 4 participate in weekly swimming lessons at Eccleshill Swimming baths: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.
- Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.
- Special consideration will be taken to ensure that cases of bullying or teasing do not occur.
- Details of any arrangements will be recorded in the pupil's care plan.

Offsite visits

- Before offsite visits, including residential trips, the pupil's care plan will be amended to include procedures for intimate care whilst off the school premises.
- Staff will apply all the procedures described in this policy, during residential and off-site visits.
- Parental consent will be obtained and recorded prior to any offsite visit.

7. Monitoring & Review

This policy and its effectiveness will be reviewed every three years, but also when the need arises by the Policy Committee.

8. Distribution

This policy will be available on the school website and from the School Business Manager.

9. Contacts

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

10. Cross Referencing

This policy refers to the following other school policies:

- *Safeguarding Policy*
- *Health & Safety Policy*

11. Appendices

None