



## **Nether Kellet Primary School**

### **INTIMATE CARE POLICY**

#### **INTRODUCTION**

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.

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 care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

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 Nether Kellet CP work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Nether Kellet CP 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. Nether Kellet CP recognises 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.

#### **OUR APPROACH TO BEST PRACTICE**

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling if required) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

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.

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.

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 unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

## **CARE PLANS**

Where there are ongoing issues for a specific child eg due to SEND, medication needs, habitual soiling, the child will have a Care Plan that details procedures for caring for their needs in school. The plan won't detail a specific staff member as circumstances such as staff absence may preclude that member of staff from administering care but the plan will always be followed by an adult known to the child. This plan should be updated regularly and at any time that the needs of the child change.

Where assistance is required by the child for intimate care, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements. Any changes to the intimate care plan should be made in writing and without delay, even if the change in arrangements is temporary; e.g. staff shortages, changes to staff rotas.

## **THE PROTECTION OF CHILDREN**

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

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. A clear record of the concern will be completed and referred to social care if necessary. Parents 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. [See the Education Child Protection Procedures, available on the schools portal].

If a child makes an allegation against a member of staff, all necessary procedures will be followed.

## **PROCEDURES FOR MANAGING INTIMATE CARE IN PRACTICE**

Where intimate care is required, we follow the guidelines enclosed in Safer Working Practices for Schools 2022:

Arrangements for intimate and personal care are open and transparent and accompanied by robust recording systems. Pupils are encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

Where intimate care is provided, this is recorded with timings and what care has been provided and by whom.