

Intimate Care Policy

This policy was adopted by the School Governing Body on

27th March 2024

Review Date: March 2025

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves to intimate personal areas). In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.)

Intimate care policy for Hazeldown School

Hazeldown 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. Hazeldown 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

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect 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 lifting and moving) 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. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

The child 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 he/she 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. Where possible one child will be catered for by a minimum of two adults.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally 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, whilst at the same

time guarding against the care being carried out by a succession of completely different carers.

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 for example, female staff supporting boys in a primary school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers 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 and equal opportunities legislation.

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 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.

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.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Inter - Agency Child Protection Procedures for details)

There must be two members of staff present during intimate care.

The activity must be logged – a log book should be set up for the child requiring intimate care.

Permission should be sought and signed for by the parent or carer of the child before intimate care is undertaken.

Intimate care policy and procedure for Little Acorns Pre-school and Nursery

Intimate care refers to the care given when meeting a child's toileting and hygiene needs. This will range from minimal assistance to full care depending on the individual child's needs for reasons of age, illness, special needs or disability. We aim to provide intimate care when required, which acknowledges the responsibilities, and protects the rights of everyone involved. We believe that children have the right to be treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one. No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

We acknowledge that it is essential that each child is treated as an individual and that care is given as gently and as sensitively as possible.

We also believe that each child should be encouraged to have a positive image of their own body. We aim to provide guidance and reassurance to staff and protect the rights and well-being of children.

We will ensure that all staff are familiar with the normal precautions for avoiding infection and that they are aware of our safer working factors policy. Staff will wear a disposable apron and gloves. The nappies will be placed in a nappy bag and disposed of in a separate bin. This bin must be emptied into the general waste bin at the end of each day.

We will endeavour to ensure privacy appropriate to the child's age and situation when carrying out intimate care. We will allow the child to care for themselves as far as they are able to and encourage our staff to promote appropriate use of toilets and associated skills. We will be aware of and responsive to the child's reactions and provide reassurance whenever this is required.

When providing intimate care, the settings Safeguarding Policy will always be adhered to. If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc. they will immediately report the concern to Little Acorns Safeguarding Officer. 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. Further advice will be sought from outside agencies if necessary.

We change children at set intervals usually 11:30am & 2:30pm and at any other time when we feel it is necessary.

We keep a record of the nappy changes.

We will apply nappy cream where required if provided by the parent/carer.

Our changing area is warm, with a safe area to lay the children.

Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.

We do not make inappropriate comments about children's genitals when changing their nappies.

In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.

We encourage children to take an interest in using the toilet.

Older children access the toilet when they have the need to and are encouraged to be independent.

Any clothing worn by the child that has been contaminated with urine or faeces is bagged for collection by the parent/carer. We do not have the facilities to rinse the clothing. The child will be dressed in spare clean clothes that their parents/carers have provided in their bags or, if none are present, they will be loaned suitable clothes by the Pre-School, which should be washed and returned as soon as possible.