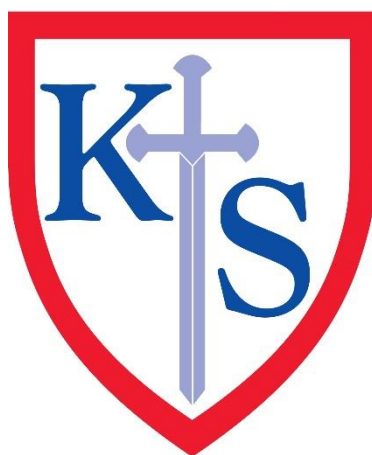


# Kingsland CE Primary School

## Intimate Care Policy



### Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

*As God's children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.*

September 2023

# Kingsland CE Primary School

## Intimate Care Policy

**Date for full implementation:** September 2023

**Review date:** September 2026

### Introduction

Kingsland CE Primary School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. We recognise that all children have different rates of development and differing needs during their time at school. The pastoral care of our children is central to the aims, ethos and teaching programmes in our schools and we are committed to developing positive and caring attitudes in our children. It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

The Governing Body will act in accordance with the guidance given in 'Keeping Children Safe in Education' September 2023 and 'Working together to safeguard children' March 2015.

This Intimate Care Policy should also be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Supporting Students with Medical Conditions Policy
- Special Educational Needs Policy
- Positive Handling Policy
- Staff Code of Conduct
- Whistleblowing Policy

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children are able to carry out themselves. In school this may occur on a regular basis or during a one-off incident. However, depending on a child's stage of development, they may need some support, for example dressing, encouragement to wipe their bottom after toileting and changing underwear following an accident. In most cases intimate care is to do with personal hygiene. It also includes supervision of children involved in intimate self-care.

Kingsland CE 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. It is acknowledged that these adults are in a position of great trust. Every child has the right to privacy, dignity and a professional approach from staff when meeting their needs.

Kingsland CE Primary School recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.

### **Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

### **Best Practice**

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.

Staff will work in close partnership with parent/carers to share information and provide continuity of care.

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 their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

All 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 his/herself as possible.

Children who require regular assistance with intimate care must have a written individual Intimate Care Plan agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.

Where an individual Intimate Care Plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself).

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

1. **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, where possible, give choices. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.
2. Treat every child with **dignity and respect** and ensure privacy appropriate to the child's age and situation.
3. **Make sure practice in intimate care is consistent.** As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
4. **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.
5. **Promote positive self-esteem and body image.** Confident, self-assured children who feel their bodies belong 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.
6. **If you have any concerns you must report them.** If you observe any unusual markings, discolouration or swelling, report it immediately to the Designated Safeguarding Lead (DSL). If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the DSL. Report and record any unusual emotional or behavioural response by the child.

## **Child Protection**

The normal process of intimate care and changing wet/soiled clothes should not raise child protection concerns, and enhanced DBS checks are carried out to ensure the safety of children with staff employed in our school.

There is no written legal requirement that two adults must be present. However, in order to completely secure against any risk of allegation, a second member of staff may be present where resources allow. In addition, a record should be kept on My Concern of all non-regular intimate care tasks undertaken.

Regular intimate care tasks include (one adult present is sufficient):

- Supervising a child who is able to change themselves after wetting/soiling
- Changing a child's nappy/pull-ups
- Assisting with changing for PE/swimming

Non-regular intimate care tasks include (two adults must be present):

- Addressing an injury to an intimate part of a child's body
- Addressing issues related to the onset of puberty and menstruation
- Intimate medical issues

The Governors and staff at Kingsland CE Primary School recognise that children with Special Educational Needs and Disabilities (SEND) are particularly vulnerable to all types of abuse.

If a staff member has a safeguarding concern, normal safeguarding procedures will be followed.

If a child becomes distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Headteacher. The matter will be investigated at an appropriate level (usually the Headteacher) 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 an adult working at the school, this will be investigated by the Headteacher (or by the Chair of Governors if the concern is about the Headteacher) in accordance with the agreed procedures.

Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors if the concern is about the Headteacher, in accordance with the school's Whistleblowing Policy.

### **Working with Children of the Opposite Sex**

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- When intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place;
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;
- Report any concerns to the Designated Safeguarding Lead and make a written record;
- Parents must be informed about any concerns.

### **Assisting a child to change his/her clothes**

This is more common in the Foundation Stage. On occasions an individual child may require some assistance with changing if, for example, he/she has an accident at the toilet, gets wet outside, or has vomit on his/her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required, this will be given.

### **Medical Procedures**

Children with SEN or disability may require assistance with invasive or non-invasive medical procedures. These procedures will be discussed with parents/carers, documented in an individual Intimate Care Plan and will only be carried out by staff who have been trained to do so.

Any members of staff who administer first aid will be appropriately trained. If an examination of a child is required in an emergency first aid situation it is advisable to have another adult present.

### **Swimming**

All children attend swimming sessions. Children are entitled to respect and privacy when changing their clothes. However, there must be the required level of supervision to safeguard young people

with regard to health and safety considerations and to ensure that bullying, teasing or other unacceptable behaviour does not occur.

### **Residential Trips**

Residential educational visits are an important part of our Key Stage 2 school experience. Particular care is required when supervising pupils in this less formal setting. Staff are still guided by our Safeguarding and Child Protection Policy, and Staff Code of Conduct. Some specific Intimate Care issues may arise in a Residential context.

### **Showering**

Children are entitled to respect and privacy when changing their clothes or taking a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations, and to ensure that bullying, teasing or other unacceptable behaviour does not occur. This means that staff should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible and therefore staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as children or shower with children.

### **Night Time Routines**

It is established practice that the children's bedrooms are private spaces and anyone else wanting to enter the room should knock and announce their intention to enter. At bedtime, children are given a set amount of time to change and prepare for bed and will be told when the supervising teachers will visit the rooms to check all is okay and switch off the lights. A reciprocal arrangement is in place in the mornings. There are occasions when incidents take place during the night and the need arises to:

1. Assist a child to change his / her clothes
2. Change a child who has soiled him / herself
3. Provide comfort to an upset or distressed child
4. Assist a child who requires a specific medical procedure and who is not able to carry this out unaided. Guidance as above will be followed with the support of an additional member of staff in attendance.

### **Health and Safety**

Staff should always wear gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy (the school will provide gloves, a bin and liners to dispose of any waste).

Any soiled waste should be placed in a polythene waste disposal bag which can be sealed. This bag should then be placed in a bin which is specifically designated for the disposal of such waste.

### **School Responsibilities**

All members of staff working with children must undertake a full DBS disclosure procedure. Students on work placement and volunteers will not undertake intimate care procedures with children.

Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately. The views of all relevant parties should be sought and considered to inform future arrangements.



# Kingsland CE Primary School

## Individual Intimate Care Plan



Child's name:
Main intimate care givers:
Alternative intimate care giver if main intimate care giver is unavailable:
Details of required intimate care:
Where will this intimate care take place?
When will this Intimate Care Plan be reviewed?

I have read a copy of the school's 'Intimate Care Policy'.

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Parental signature: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher signature: \_\_\_\_\_

Date: \_\_\_\_\_