

# Intimate Care Policy



DANE ROYD SCHOOL

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## ***Aims which guide our policies and practice***

*As a school, we seek to promote shared moral and ethical values to unite both local and global interests which enable children to become global citizens. Our agreed school aims are:*

- To create a happy and stimulating learning environment, in which each child will develop to their full potential, thereby achieving high educational standards.*
- To develop self-awareness, self-respect and tolerance of others by developing an understanding of the world in which they live.*
- To appreciate human achievements and aspirations; develop aesthetic sensitivity and appreciation; physical ability and co-ordination and a concern for the safety of themselves and others.*
- To prepare children to live and work with others, enabling them to be responsible and caring members of the community.*
- To give children, at the end of their period of primary education, an appetite for acquiring further knowledge, experience and skills, so ensuring they are prepared for the challenges of the next stage in their education.*

*We ensure that all of our policies and practices are guided by these aims and we seek to ensure that they are at the forefront of all that we do.*

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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.
- 1.2 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.
- 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 Dane Royd Junior & Infant School work in partnership with parents/carers to provide continuity of care to children 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/carers who are encouraged to reinforce the personal safety messages within the home.
- 1.5 Dane Royd Junior & Infant 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. Dane Royd Junior & Infant School 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.

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

- 2.1 All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- 2.2 Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling where applicable) 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.
- 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.
- 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 washing themselves. Individual intimate care plans **Appendix 1** will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment **Appendix 2** to address issues such as moving and handling, personal safety of the child and the staff. A record of Intimate Care received by a child over time will be kept, **Appendix 3**.
- 2.5 Each child's right to privacy will be respected. When a child requires intimate care, one adult will assist and help where necessary and a second will be present at an open door. Child independency will be encouraged by the adult providing the care at all times.
- 2.6 When a child's nappy requires changing, the Guidance for Changing Nappies, **Appendix 4**, should be adhered to at all times.
- 2.7 Safeguarding Procedures and Policy will be followed at all times.
- 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 intimate 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. Targets to develop independence will be discussed and agreed by parents, the child and school. Other professionals such as school nursing teams may be invited to contribute to the plan and provide guidance towards target setting.
- 2.9 Each child will have an assigned senior member of staff (can be class teacher) 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.
- 2.10 School will adopt any additional guidance as specified by the Government in response to the Covid 19 pandemic to ensure the Health and Safety of all concerned.

### **3.0 THE PROTECTION OF CHILDREN**

- 3.1 Safeguarding Procedures and Policies will be accessible to staff and 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 Designated Senior Lead for Safeguarding. A clear record of the concern will be completed.
- 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 and the Headteacher will investigate immediately.



Appendix 1 & 2 -  
Intimate Care Plan &



Changing nappies  
guidance.docx



Appendix 3 Record of  
Intimate Care Inte