



## Headlands Primary School Intimate Care Policy

Intimate care is the direct care of a child in terms of any personal care activity a child would normally be able to do for him/herself. It is our intention to develop independence of each child, however there may be occasions when help is required.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against. Our intimate care policy has been developed to safeguard both children and staff in accordance with Keeping Children Safe in Education (September 2016). The principles and procedures apply to everyone involved in the intimate care of children.

This policy should be read in conjunction with the following School policies and procedures:

- Child protection
- Code of conduct
- Whistle-blowing
- Health and safety
- Special Educational Needs and Disability
- Administration of medicines

The Governing Body will ensure that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner. It is acknowledged that these adults are in a position of great trust.

Children are generally more vulnerable than adults, and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities may include:

- washing
- changing clothes
- toileting
- first aid and medical assistance
- supervision of a child involved in intimate self-care

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. School will work with parents and other agencies in getting support and advice regarding intimate care and provide contact details for any key health professionals and relevant services.

### **Intimate Care Plans**

- Healthcare professionals in liaison with parents and child draw up the care plan
- The plan is shared with school ( SENCO, Staff, Key workers)
- The care plan should be reviewed at least annually and in response to changing medical advice.

### **School Responsibilities**

- All staff are DBS checked and undertake regular safeguarding training.
- Relevant training will be undertaken by staff.
- Where anticipated, intimate care arrangements are agreed between the school and parents and, if appropriate, by the child. Consent forms are signed by the parent and stored in the child's file. Only in emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would be contacted immediately.
- Intimate care arrangements should be reviewed at least annually. The views of all relevant parties should be sought and considered to inform future arrangements. Under the Whistleblowing Policy if a staff member has concerns about a colleague's intimate care practice he or she must report this to the designated teacher for child protection.

## **Guidelines for Good Practice**

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

### **1. Involve the child**

- Encourage the child's independence as far as possible. Where a situation renders a child fully dependent, talk about what is going to be done, and give choices where possible.
- Check your practice by asking the child or parent about any preferences while carrying out the intimate care.
- If the child appears distressed or uncomfortable, stop immediately. Ascertain the reasons, provide alternatives and provide reassurance.

### **2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age, gender and situation.**

- The child should be appropriately covered, with restricted view from other children and adults.

### **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. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

### **5. If you have any concerns you must report them immediately to the designated teacher (Mrs Ruth Ellis) for child protection such as;**

- If you observe any unusual markings, discolouration or swelling.
- If the child is accidentally hurt during the intimate care or misunderstands or misinterprets something.
- If the child has an unusual emotional or behavioural response.

Concerns must be discussed with parents and a written record kept in the child's personal file.

School recognises that staff carrying out intimate care may be at increased risk of allegations of abuse and the school will ensure that record keeping, supervision, observation, and reporting and recording concerns are appropriate.

### **6. Communication with Children**

Staff must understand the child's method and level of communication. Depending on their maturity and levels of stress, children may communicate using different methods such as; words, signs, symbols, body movements, and eye pointing. To ensure effective communication:

- make eye contact at the child's level
- use simple language, repeat if necessary and wait for a response
- continue to explain to the child what is happening
- always treat the child as an individual with dignity and respect.

Chair of Governors: Rev. Ron Smith

Headteacher: Mrs Ruth Ellis

Date: 31.01.2022