



Intimate Care Policy

Sandra Cunningham

Written November 2018, November 2019, May 2021

Next Review May 2023

Intimate Care Policy

Rationale:

Claygate Primary School has written this policy to ensure that best practice and procedures are carried out at the school. All children are welcome at our school.

Claygate Primary School defines *intimate care* as being any activity which involves an invasive procedure which children are unable to do themselves due to age, physical disabilities, special educational needs, medical needs or needs arising from the child's stage of development.' Examples of intimate care include changing nappies, and washing children who have soiled.

This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Under The Equality Act 2010, it is clear that all children should be protected from discrimination and have the right to be able to attend school without discrimination. Therefore, the child should be attended to and returned to the learning environment without delay.

At Claygate Primary School members of staff who are responsible for the intimate care of children will undertake their duties in a sensitive and professional manner.

At Claygate Primary School children will be treated with sensitivity and respect when receiving support with intimate care.

Claygate Primary School Procedures for Intimate Care

1. The school will devise an Intimate Care Plans for children requiring assistance in conjunction with the child's parent and carer. If appropriate the child will be consulted and will be given the opportunity to input into the plan. Staff working with the child will be issued with a copy of the care plan.
2. Intimate Care Plans will involve a thorough risk assessment to ascertain the help and support the child requires.
3. Claygate Primary School will ensure that all staff providing intimate care will receive appropriate training to enable them to carry out every aspect of the plan respectfully and safely. Maintaining the child's dignity will be at the forefront of every care plan and an integral part of staff training.
4. Claygate Primary School will ensure that the necessary equipment and apparatus will be provided for children with an Intimate Care Plan.
5. At Claygate Primary School we will encourage and support children to be as independent as possible to help improve their confidence and self esteem. Staff will positively encourage children to do as much intimate care for themselves, giving consideration to their age and level of development.
6. Claygate Primary School will communicate with the child requiring intimate care to discuss any needs and maintain respect and dignity to the child.
7. If a child has received some intimate care and they are not subject to a care plan, the parents or carer will be informed immediately. Information will be shared with parents or carer in a sensitive manner and will be kept confidential at all times.
8. At Claygate Primary School the member of staff must inform another adult when the intimate care is due to commence, take place and finish.

9. At Claygate Primary School we will ensure that children's religious beliefs and cultural values will be respected when undertaking intimate care procedures. Parents and carers will be required to highlight any religious or cultural beliefs when formulating an Intimate Care Plan with members of staff.

Child Protection and Intimate Care

- Child Protection Procedures will be followed by members of staff at the school at all times. Please refer to the Child Protection Policy.
- Claygate Primary School will ensure that personal safety skills are taught and discussed with children if they are of an age and have a level of understanding to comprehend what is being explained.
- Members of staff undertaking intimate care and suspect a Child Protection issue must inform the Head Teacher immediately.
- If a child appears distressed or unhappy about any aspect of intimate care the staff member must stop immediately and seek advice from the Head teacher or DSL. The child's parents or carer will be contacted as soon as possible to discuss how best to proceed and the school may seek advice and support from partner agencies or professionals.
- Any allegations made against staff will be dealt with following the Child Protection Policy and Staff Capability Policy.

Medical Needs and Intimate Care

At Claygate Primary School we will do everything possible to ensure that children with medical needs receive the highest quality intimate care.

- Children with medical conditions may require staff to perform invasive or non-invasive medical procedures such as assisting a child with a colostomy bag. These procedures must only be carried out after authorisation has been obtained from the child's parents or carer. A record of the written permission will be retained in the child's file.
- At Claygate Primary School any members of staff who undertake medical interventions will be appropriately trained. Medical procedures must never be carried out by individual staff members who must always ensure that there are two members of staff present.

Record Keeping

At Claygate Primary School a written record sheet will be completed every time a child has received assistance with an aspect of their intimate care.

The Intimate Care Record Sheets will be kept in the child's file and made available to parents or carers upon request to the Head Teacher.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Any questions or concerns regarding this policy should be made to the Head Teacher or Inclusion Lead