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Thongsley Fields Primary & Nursery School

# Intimate Care Policy

Keeping Children & Adults Safe

Version: 1

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Approved:

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**1 Introduction**

- 1.1 Thongsley Fields Primary School is committed to ensuring that all staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. We recognize that there is a need to treat all children/young people with respect when intimate care is given. No child/young person should be attended to in a way that causes distress, embarrassment or pain.

**2 What is Intimate Care?**

- 2.1 Intimate care is any personal care that most people usually carry out for themselves and could include cleaning up a pupil after they have soiled themselves.

**3 Our Approach to Best Practice**

- 3.1 The management of all children/young people with intimate care needs will be carefully planned and should be a positive experience for all involved. The child/young person who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- 3.2 Intimate care will only be carried out by school staff who are suitably experienced and, where appropriate, trained to do so (including Safeguarding, Child Protection and Positive Handling training) and are fully aware of best practice. No volunteers will be present or permitted to carry out intimate care.
- 3.3 Suitable equipment and facilities will be provided to assist with children/young people who need special arrangements following assessment from a physiotherapist/ occupational therapist.
- 3.4 Staff will be supported to adapt their practice in relation to the needs of individual children/young people taking into account developmental changes such as puberty e.g. menstruation. Whenever possible, staff who are involved in the intimate care of children/young people will not usually be responsible for the delivery of relationships and sex education (RSE) to the children/young people in their care as an additional safeguard to both staff and children involved. Where staff are involved, care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the recorded lesson plan. This plan should highlight particular areas of risk and sensitivity.
- 3.5 Children/young people will be supported to achieve the highest level of autonomy that is possible given their age and abilities. The expectation is that staff will work within a culture of 'limited touch' and that when physical contact is made with pupils this will be in response to the pupil's needs at the time. It will be of limited duration and will be appropriate given their age, stage of development and background. Staff will ensure each child/young person does as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.
- 3.6 Individual care plans will be drawn up as appropriate and shared and agreed by the child/young person, where appropriate, and their parents/carers.
- 3.7 Each child/young person's right to privacy will be respected. Careful consideration will be given to each situation to determine how many carers need to be present when the

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child/young person is being cared for. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present e.g. in areas of the school or environment where oversight would be reduced in order to safeguard both the child and adults present. In this case, the reasons should be clearly documented and reassessed regularly.

- 3.8 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 when there are no appropriate male staff available.
- 3.9 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/young people and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

#### **4 Safeguarding Children**

- 4.1 Cambridgeshire LSCB Interagency Procedures and Safeguarding and Child Protection Procedures for Education will be adhered to alongside the school's own Safeguarding policy and procedures.
- 4.2 All children/young people will be taught personal safety skills appropriate to their age, development and understanding. These skills will be shared with parents/carers to enable them to be consolidated within the home and community.
- 4.3 If a member of staff has any concerns about physical or behavioural changes in a child/young person's presentation, e.g. marks, bruises, soreness or reluctance to go to certain places or with certain people, s/he will immediately pass their concerns to the Designated Person for Child Protection.
- 4.4 If a child/young person is displaying inappropriate sexual behaviour, advice should be sought from an appropriate source (e.g. the Designated Person for Child Protection, School Nurse, Children's Social Care or Education Child Protection Service).
- 4.5 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the Head Teacher will investigate in line with the school's Safeguarding policy and procedures. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing arrangements will be adapted until any issue is resolved so that the child/young person's needs remain paramount. Further advice, following Interagency Procedures, will be taken from outside agencies as necessary.
- 4.6 If a child makes an allegation against a member of staff, the procedures for Allegations Against Staff, in the Safeguarding and Inter-Agency Procedures, will be followed. All staff are required to read and follow related policies.

#### **5 Health and Safety**

- 5.1 The Health and Safety policy and wider guidance will be used in all Intimate Care considerations.

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**6 Monitoring and Review**

- 6.1 The Headteacher is responsible for monitoring the implementation, use and effectiveness of this policy and will report on these matters as necessary.
- 6.2 This policy will be reviewed by the Governing Body as necessary.