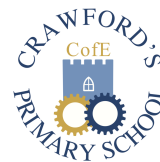


Intimate Care Policy

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1. Introduction

Crawford's CofE 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. At Crawford's, we recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in any way that causes distress or pain.

2. Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity are of paramount importance.

Staff who provide intimate care are trained to do so (including child protection and health and safety training in lifting and moving) and are fully aware of best practices. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

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. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

The child 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 him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

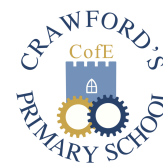
Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally, there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as



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possible, those over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

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 in primary school if no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

3. The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. When providing intimate care, staff will ensure that they remain in the line of vision of another DBS checked member of staff at all times to ensure the protection of the children and adults involved.

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 person(s) for Child Protection. 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 issues 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 a member of staff, all necessary procedures will be followed.

4. Early Years Foundation Stage (EYFS)

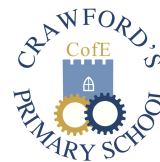
We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she can go to the toilet unaided.

Parents are made aware that the early year's team is on hand to offer advice on how to toilet train and are put into contact with relevant support if required. Parents are also asked to inform us of any medical condition which requires their child to need additional help when going to the toilet.



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All parents are asked to provide spare clothes in a bag regardless of whether their child is toilet trained. Parents are expected to provide a bag with a suitable amount of nappies, wipes and any cream needed. If a child requires cream administering the parent is expected to sign a permission form beforehand.

Appendix 1 shows the agreement/consent form for parents to sign.

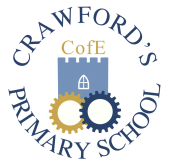
Questions and Answers

- **Who will change wet/soiled clothing?** The early years support staff or teachers.
- **Where will changing will take place?** In the Reception toilet area. Changes will be recorded in a separate record book.
- **What resources will be used?** Aprons, gloves, toilet paper and/or antibacterial wipes if required.
- **What infection control measures are in place?** Staff will wear disposable gloves and aprons while dealing with the incident. The changing area will be cleaned after use. Hot water and liquid soap are available to wash hands as soon as the task is completed. Paper towels are available for drying hands.
- **What will the staff member do if the child is unduly distressed by the experience?** Staff will comfort and reassure the child, talk through what they are doing and ensure the change is completed swiftly to ensure the stress is not prolonged.
- **What will the staff member do if he/she notices marks or injuries on the child?** Follow the school Safeguarding Policy and report it to the DESIGNATED SAFEGUARDING PERSON and the Early Years Teacher.



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5. Appendix 1

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

Child's Last name.....

Child's First name.....

Male/Female

Date of birth.....

Parent/Carer's name.....

Address.....

.....

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Name

Signature

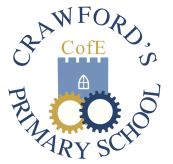
Relationship to child

Date



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6. Appendix 2

RECORD OF AGENCIES INVOLVED

Child's Name..... DOB.....

Name.....

Role.....

Address.....

Phone.....

Email.....

Parent/Carer.....

School Nurse/Health visitor.....

Continence Advisor.....

Physiotherapist.....

Occupational Therapist.....

Other (please specify).....



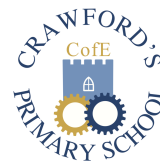
CARE

INSPIRE ACHIEVE



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7. Appendix 3

AGREEMENT BETWEEN CHILD AND STAFF

Child's Name..... DOB.....

Personal Assistant's Name.....

Teacher/Learning Support Assistant

As the Personal Assistant helping you in the toilet you can expect me to do the following:

- When I am the identified person I will stop what I am doing to help you in the toilet, as soon as you ask me. I will avoid all unnecessary delays;
- When you talk to me, I will stop what I am doing and come and help;
- I will treat you with **respect** and ensure **privacy** and **dignity** at all times;
- I will encourage you to take care of as many of your needs as possible;
- I will ask permission before touching you or your clothing;
- I will check that you are as comfortable as possible, both physically and emotionally;
- If another adult is not in the room I will send another child to an LSA with a "support needed for intimate care" card and wait for support;
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you;
- I will make sure I use the clothes and equipment your parents/carers have provided.

Child

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know a few minutes in advance, that I am going to need the toilet so that you can make yourself available and be prepared to help me;
- I will try to use the toilet at break time or at the agreed times;
- I will tell you if I want you to stay in the room or stay with me in the toilet;
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed;
- I may talk to other trusted people about how you help me. They too will let you know what I would like to change.

We will review this agreement on.....

Child (if appropriate).....



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Staff (sign and date).....

8. Appendix 4

Personal Care Plan

Pupil's name.....

DOB.....

School.....

Reasons for the plan.....

Details of assistance required:

What?.....

When?.....

Lead Professional who has responsibility for Intimate care in school e.g. Headteacher,

SENCO.....

Who will liaise with parents and how often? e.g. Home/school diary, phone.....

Facilities and equipment:

Location of toilet:

Any adaptations required?.....

Any equipment required to be listed.....

If a toilet training programme, list details.....

Who is responsible to ensure that supplies are ordered or available?

- Gloves, plastic bags (school)
- Spare clothes, wipes, other..... (Parents/carers)



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Training Requirements

- Intimate care;
- Safeguarding;
- Specific individual training;
- Risk assessments.

List staff that will be trained to deliver Intimate care and dates of training.

This plan was completed by.....

Date.....

The date for Review.....



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