

## Intimate Care Policy

### Context

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 intimate personal areas.

Examples of Intimate care can include: Feeding, Oral care, Washing, Dressing/undressing, Toileting, Menstrual Care, Skin Care, Supervision of a child involved in intimate self-care

In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, cultural, physical and developmental needs.

### Aims / Objectives

- Maintain the dignity of the individual.
- Are sensitive to their individual needs and preferences.
- Maximise safety and comfort.
- For staff to have a high awareness of child protection issues.
- Encourage the child to care for themselves as much as they are able.
- Staff behaviour is open to scrutiny and staff at Yarborough Academy work in partnership with parents/carers to provide continuity of care to children wherever possible.
- To undertake intimate care duties in a professional manner at all times.

### Procedures

- When a child is admitted into the school, any intimate care requirements are enquired about and if appropriate, a plan is put in place to suit the circumstances of the child.
- Intimate care arrangements must be agreed by the school, parents /carers and child.
- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- Each child's right to privacy will be respected.
- Any child with intimate care needs 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.
- 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.
- Intimate care tasks are recorded or communicated in agreement with the parent/carer as part of the intimate care plan.
- Staff who provide intimate care are trained, (in-house), to do so (including Safeguarding and Health and Safety training) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements e.g. changing table or mat, potty, training seat and step.
- 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 or toilet training.
- In the Foundation Stage, all parents sign a consent form with the options of giving permission to staff to clean their child if required, or to phone the parent to come into school and collect their child.
- If an intimate care requirement develops during their time at our school, then an intimate care plan will be arranged. This may be for a temporary condition or longer term. As with all other scenarios, they will be agreed with parents / carers in advance and children should be encouraged to be as independent as possible for their age, ability, religion and culture.
- If a child requires very occasional intimate care e.g. fall in playground, a one-off toilet accident or vomiting, this should be carried out with another adult present, communicated with parents and recorded on CPOMS.
- All staff should be aware of and adhere to the health and safety legislation. If appropriate risk assessments should be carried out.

## Responsibilities

### School

- Safeguarding procedures will be accessible to staff and adhered to.
- Wherever possible the child's Key Worker / Teaching Assistant will be involved in their intimate care along with another adult who will supervise procedures.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to the Safeguarding Lead. A clear record of the concern will be completed on CPOMS.
- Report and record any concerning emotional or behavioural response by the child or anything that happens that may be misinterpreted.
- The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- Consistency of approach with necessary information communicated to all appropriate staff.
- Staff to be aware of their own personal hygiene and use of appropriate aids, e.g. gloves, aprons and safe disposal of waste.
- Staff should allow sufficient time for the child to achieve success in toileting skills.
- Ensure that creams etc. are only used with written permission from the parents.
- If appropriate Care Plans are put into place for children with special needs and the appropriate training given to staff.
- Students, volunteers and helpers should not be involved in any intimate care tasks.

### Pupils

- To be as independent as possible in their self-care.
- To fully engage with the intimate care plan.
- To communicate their needs / concerns etc. to staff.
- Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

### Parents

- 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.
- Parents will provide the necessary items needed for staff to provide the care and maintain the dignity of the child e.g. a change of clothing, nappies, nappy bags and wipes.


### Related Policies

Safeguarding	Whistleblowing
Code of Conduct	Health and Safety
Children with Medical Needs Policy	First Aid
Care, Control and Restraint	EYFS
Behaviour and Relationships	Anti-Bullying
Allegations	Equality

### Monitoring

Consistency of implementation and impact will be monitored through:

- Safeguarding procedures
- Foundation Stage practice
- Intimate Care Plans

Policy written: Spring 2020	
Policy review: Spring 2023	
Policy written by: Safeguarding Lead	
Signed: 	Date: 11/03/2020

## Intimate Care Plan

<b>Intimate Care Plan for:</b>		<b>Date of Plan</b>	
<b>Medical Condition (if applicable)</b>			
<b>Details of assistance required: (including frequency/timings if applicable)</b>			
<b>Facilities and Equipment required: (including responsibility for provision)</b>			
<b>How need will be communicated from the child:</b>			
<b>Arrangements for trips etc.</b>			
<b>Working towards independence</b>	<b>Child target</b>	<b>Staff support</b>	<b>Parent/Carer support</b>
<b>Details of any communication needed between school and home:</b>			
<b>This plan has been agreed by:</b>		<b>Name</b>	<b>Signature</b>
	<b>Staff Member</b>		
	<b>Staff Member</b>		
	<b>Parent/Carer</b>		
	<b>Child (if applicable)</b>		
<b>This plan will be reviewed on:</b>		<b>This plan will be reviewed by:</b>	