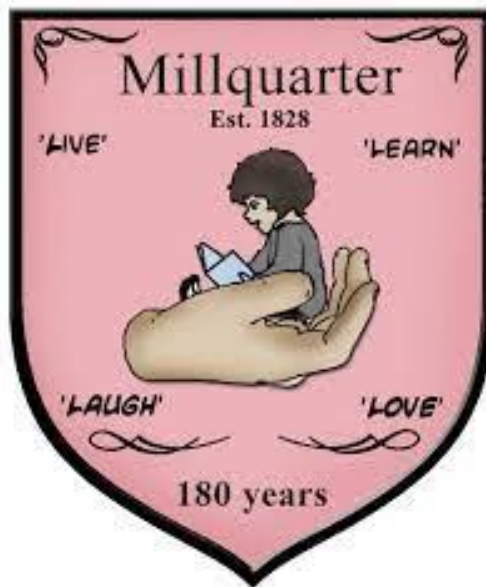


Millquarter Primary School

Intimate Care Policy



2023

Introduction

In Millquarter Primary School, Intimate Care is defined as:

“Any activity required to meet the personal care needs of each individual child.”

“All children have the right to be safe and to be treated with dignity and respect.”

Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Supervision of a child involved in intimate self-care

The staff of Millquarter Primary School aim to safeguard the welfare of each child in our care. New Year One pupils are expected to be fully capable of looking after themselves with regard to toileting. If this is not the case, we will support and encourage the child to be more independent in personal care. We recognise that some children may need assistance with changing and toileting from time to time and the well-being and dignity of the child will remain paramount at all times during any incident requiring intimate care.

Principles of Intimate Care

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.

- Every child has the right to be involved in and consulted about their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and have these views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Intimate Care Procedure

With these principles in mind the following intimate care procedures will be followed:

- Only staff who are vetted should undertake the intimate care of a child/children.
- All staff will fully understand the Intimate Care Policy and Guidelines within the context of their work.
- Intimate care arrangements will be agreed by the Principal, parents / carers and child (if appropriate).
- Intimate care arrangements will require consent forms signed by the parents / carers and child (if appropriate).
- Staff should not undertake any aspect of intimate care that has not been agreed between the principal, parents / carers and child (if appropriate).
- All staff must have a consistent approach to a child's personal/intimate care needs. This can be assured by discussion between staff who are familiar and staff who are unfamiliar with a particular procedure.
- If a staff member has concerns about a colleague's intimate care practice they must report this to the designated class teacher, who will then inform the Child Protection and Safeguarding Team and the Principal.

Parents are expected to ensure that they keep the school informed of the contact numbers at which they, or a nominated adult can be contacted as and when required. They should make themselves available, if necessary to change their child at school, or in the event of a more serious accident, to take the child home to change.

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.

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children.

It is important to bear in mind that some care tasks can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard children and staff.

You should NEVER do something unless you know how to do it.

If you are unsure how to do something – **ASK**.

If you need to be shown more than once, **ASK AGAIN!**

PROCEDURES TO BE FOLLOWED BY STAFF UNDERTAKING THE INTIMATE CARE OF A CHILD

- Involve the child in their intimate care.

- Try to encourage a child's independence as far as possible in his / her intimate care. (If a pupil is able to help, ensure they are given the chance to do so. Support the pupils in doing all that they can for themselves. If the pupil is fully dependant on adult support, talk with them about what you are doing and give them choices where possible.)

Adults should not assist with any personal care task which a child or young person can undertake by themselves.

At Millquarter Primary School, when intimate care is being carried out, staff recognize that:

- All children have the right to dignity and privacy i.e. they should be appropriately covered, the door closed or screens / curtains put in place. (Much intimate care is carried out by one staff member alone with one pupil. This practice is actively encouraged unless the task requires two people, i.e. heavy lifting and/or manipulation. In such instances, two people will carry out the task.)

- If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. (Check your practice by talking to the pupil and be aware of their reactions or responses to what you are doing. Ensure the way you are carrying out the procedure is not distressing to the pupil.)

- Staff will try to ascertain why the child is distressed and provide reassurance. (Talk to the child about what you are doing and why.)

- Staff will report concerns to their designated class teacher and make a written record. (If during personal care of a pupil you accidentally hurt them, or if you notice any unusual bruises or marks, sudden changes in behaviour, or if a pupil says something that worries you, or misunderstand or misinterpret something, report any such incident as soon as possible to the class teacher who will in return, record and inform the Principal. Some

incidents could be a cause of concern for the child, or alternatively the child or another adult might possibly misconstrue something you have said or done.)

- Parents / carers will be informed about concerns by the class teacher or Principal.
- Staff will encourage the pupil to have a positive image of their own body. (As well as basics like privacy, the approach you take to a pupil's intimate care convey lots of messages to them about what their body is 'worth'. Your attitude/response to the pupil's personal/intimate care is important. Keeping in mind the child's age, routine care should be relaxed, 'normalised' and fun.)
- Trust forms a vital part of all personal/intimate care procedures and all staff will respect every child's right to this under their right to privacy. It is important in building trust between pupil and staff member, that all information and discussions regarding a child and their individual needs will be restricted to a 'need-to-know' basis. All communications with parents/guardians will be dealt with by the class teacher or Principal.

Review

The Intimate Care Policy will be kept under review and updated according to new guidelines and Legislation.

It will be presented to Governors for approval and made available to parents on request.

Signed (Principal):

Date:.....

Signed (Chair of the Board of Governors):

Date:.....