



Badgerbrook Primary School

Intimate Care Policy and Guidelines

The management of all children requiring intimate care needs to be carefully planned.

All staff who provide intimate care need to be trained in child protection.

Our Intimate Care Policy has been developed to safeguard children and staff.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such personal needs can include:

- Feeding
- Oral care
- Washing
- Changing clothes
- Toileting
- First aid and medical assistance
- Supervision of a child involved in intimate self-care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Principles of Intimate Care

Our policy guidelines are based on the following 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
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities
- All children have the right to express their views on their own intimate care and to have such views taken into account
- Every child has the right to have levels of intimate care that are appropriate and consistent.

School Responsibilities

All staff working with children are checked by the Disclosure & Barring Service. This includes students on work placements, parent helpers and other volunteers.

Only designated members of staff who are familiar with the Intimate Care Policy and the needs of the individual child are involved in that child's intimate care.

When anticipated, intimate care arrangements are agreed between the school and parents, and by the child if appropriate. Consent forms are signed by the parent and stored in the child's file. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately.

Intimate care arrangements should be reviewed at least six monthly.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Headteacher or the Deputy Headteacher who are the designated leads for child protection and safeguarding.

Definition of Intimate Care

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Intimate care may involve washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself), that most children can carry out for themselves, but with which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Intimate care may also involve help with drinking, eating, dressing, supervision of a child involved in intimate self-care and toileting. It may also require the administration of an insulin injection or epipen. In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent will undertake the procedure. Any additional training will be provided by the school.

Guidelines for Good Practice

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

Young children and children with Special Educational Needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Staff need to be aware that some adults may use intimate care as an opportunity to abuse children. The following guidelines of good practice should safeguard children and staff.

- Involve the child in the intimate care – encourage a child's independence as far as possible in his or her intimate care.
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation. Care should **not** be carried out by a member of staff working alone if possible.
- Ensure practice in intimate care is consistent – effective communication between all parties is essential.
- Promote positive self-esteem and body image – it is important to consider the child's age when carrying out intimate care procedures.

- The observation of any unusual markings, discolouration or swelling or any unusual emotional or behavioural response by the child should be reported to the designated person for child protection – Mrs Jones.
- The intimate care of boys and girls can be carried out by a member of the opposite sex but the ratio of female to male staff means that assistance will usually be given by a woman.
- When intimate care is being carried out, all children have the right to dignity and privacy.

Toileting Procedures for Staff

- The toilets most familiar with the pupil may be used – with sensitivity to the pupil in making it a private space for just those helping
- The toilets for disabled pupils or the old shower room in the Foundation area could be used for intimate care procedures, when further procedures are needed
- Appropriate protective clothing and gloves should be worn at all times.
- Body wipes should be used for cleaning purposes.
- All clinical waste to be disposed of in sealed bag and put in an appropriate bin. The bin should be checked and emptied daily.
- Staff should ensure that children wash their hands.
- Staff should wash their hands with antibacterial soap.

This policy is being reviewed in the Autumn Term of 2023. It will be reviewed in line with the school's 3 year monitoring and evaluation policy.

Signed:



Date: November 2023

Headteacher