

# PARSLOES PRIMARY SCHOOL



## Intimate Care Policy

Approved by Governing Body: **October 2020**

**L. Pearce** (Head Teacher)

**R. Hunter** (Chair of Governors / Designated Safeguarding Governor)

## **Parsloes Primary School**

### **Intimate Care Policy**

#### **Rationale**

This Intimate Care Policy has been developed to safeguard children and support staff and ensure good practice is followed.

At Parsloes Primary School we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene or may need assistance on occasion to clean themselves after soiling. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

#### **PURPOSES**

- ❖ To safeguard the rights and promote the welfare of children and young people.
- ❖ To provide guidance and reassurance to staff whose duties may include intimate care.
- ❖ To assure parents and carers that staff are knowledgeable about personal care and that their individual needs and concerns are taken into consideration.
- ❖ To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

#### **What is Intimate Care?**

Intimate care is any personal care that most people usually carry out for themselves but some children may be unable to do so because of an impairment or disability. Children might require help with eating, drinking, washing, dressing, toileting and helping to deal with menstruation. This could also include care after soiling when unwell or suffering with a medical condition.

#### **Guidelines for Implementation**

- Prior permission must be obtained from parents before intimate care procedures are undertaken. This may include Health Care Plans and any other plans which identify the support of intimate care where appropriate.
- The room/toilet should be used that ensures privacy and dignity at all times. Care should always be undertaken with tact, sensitivity and in an unhurried manner. Gloves should be worn
- Wherever possible, children should be encouraged to perform their own intimate care and given the necessary support and encouragement to enable them to do this. If necessary the shower could be used and where possible, encourage the child to attempt to wash private parts themselves. Emphasis should be on staff providing the minimum level of assistance and intervention, compatible with the particular circumstances and the child's needs.

## **Dealing with toilet accidents**

Accidents and unexpected soiling will sometimes occur. On these occasions there may not be a personalised care plan in place. Children, parents and staff all have responsibilities linked to this issue:

- Children must make their need for the toilet clear and go quickly before an accident arises. They must tell their parents before school if they are unwell or teacher/adult if they become unwell in school.
- Parents must keep children who are unwell with upset stomachs away from school to reduce the chance of stomach bugs from spreading. They must also come to the school as quickly as possible to care for their child who has become unwell.
- Staff encourage children to go to the toilet during playtimes & lunchtimes, so establishing good habits. Staff will be sympathetic to any child who does have an accident and parents will be informed

## Our approach to Best Practice

- Individual intimate care plans will be drawn up by the School Nurse and/or the school themselves, for particular children as appropriate to suit the circumstances of the child.
- The child who requires intimate care is treated with respect at all times; we recognise that the child's welfare and dignity is of paramount importance. We will work with parents and children to establish a preferred procedure for supporting the children in our care with their personal and intimate needs.
- Where possible the child's key-person is responsible for undertaking the care of an individual child. When this is not possible a staff member who is known to the child will take on that responsibility. The staff member who is involved will always ask the child for permission to assist them.
- 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.
- Children will be cared for with dignity and respect for their privacy.
- Where possible, two adults will be present; one to undertake the intimate care and one to ensure the safeguarding of both child and adult.

## The Protection of Children

Child Protection procedures will be adhered to.

- All children will be taught personal safety skills carefully matched to their level of development and understanding.
- If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for safeguarding.
- 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.
- If a child makes an allegation against a member of staff, all necessary procedures will be followed. (see Safeguarding Procedures)

### Allegations of Abuse

Personnel working in intimate situations with children can feel particularly vulnerable. This School policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

### School Recording and Informing Parents

When any 'intimate care' is carried out, it will be recorded and parents will be informed.

# Parsloes Primary School

## TOILET TRAINING/CHANGING RECORD (to be completed after each 'intimate care' activity)

Child's Name: .....

Class: .....

Name of Adult(s): .....

Date	Time	Comment e.g. Action taken