



WEST EARLHAM JUNIOR SCHOOL

INTIMATE CARE POLICY

Date Approved by Governing Body: 23<sup>rd</sup> February 2016

Date of Next Review: February 2017

Signed Head Teacher:

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23.2.16

Signed Chair of Governors:

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23/2/16.

## WEST EARLHAM JUNIOR SCHOOL Intimate Care Policy

### Aim

This document is to provide guidelines in relation to the intimate care of children arising from such issues as incontinence and other incidents that may require a child to remove their clothes.

### Introduction

The established policy at West Earlham Junior School for such issues is to always immediately contact a parent/carer to come to the school to attend to the child; there is no requirement for staff to provide intimate care. **These arrangements will continue for all cases** but further issues have also been identified.

### Principles

- A child should be encouraged to express choice and to have a positive image of his/her body.
- Children have a right to feel safe and secure.
- Children should be respected and valued as individuals.
- Children have a right to privacy, dignity and a professional approach from staff when meeting their needs.
- Children have a right to information and support to enable them to make appropriate choices.
- Children have a right to complain and have their complaint dealt with.
- Intimate care can involve risks for both the child and any adults in attendance. These guidelines seek to minimise such risks.

### Good Practice

**Safeguarding/ Child Protection.** It is essential that all staff are familiar with the school's Safeguarding/ Child Protection Policy and procedures. If staff are concerned about a child's actions or comments whilst carrying out intimate care, this should be recorded and discussed with the school's Designated Person for Safeguarding/ Child Protection. Our policy of requesting the parents/carers to deal with the situation attempts to minimise the potential for allegations against staff.

**Numbers.** The number of adults in attendance; ideally this should be two. This provides mutual support in case Child Protection allegations are made. However it is recognised that staff numbers and availability may preclude this. In such circumstances the nature and knowledge of the child must be used to help assess the risk. The dignity of the child must also be considered; two adults may be inappropriate. If only one adult is to be in attendance then, whilst maintaining discretion, ensure another adult knows why the child has been withdrawn. Our policy of requesting the parents/carers to deal with the situation attempts to minimise the potential for allegations against staff.

**Adults in attendance.** Wherever possible allow the child to express a preference. At least one person should be on the school staff. It is not appropriate for a helper or volunteer to provide the only care for the child. Wherever possible, staff should work

with children of the same sex in providing personal care. Male adults must not normally be involved in providing intimate care for girls. Religious and cultural values must always be taken into account.

**Location.** Whilst privacy is necessary, the area should be accessible to another adult if they are needed and hence the disabled toilet area is recommended. Staff should spend the minimum time possible with the child in any intimate care situation. However, the child may need support and/or re-assurance after the incident; this should be provided in the Support Base , where such support is normally given.

**Caring.** The child should be spoken to by name and given explanations of what is happening. Privacy appropriate to the child's age and the situation should be ensured. The child should be encouraged to care for him/herself as far as possible. Staff should be aware and responsive to the child's reactions. Items of spare clothing are kept readily available by the Pastoral Care Manager.

**Hygiene.** When washing always use disposable items and encourage the child to wash themselves, particularly private parts of their body. Gloves and aprons are readily available by the Pastoral Care Manager. Used items must be disposed of appropriately. Supplies of cleaning materials should be provided for cleaning and disinfecting any soiled surfaces.

**Recording.** All incidents involving intimate care must be recorded immediately with the Pastoral Care Manager. The minimum information to log is the date and time, name of child, the adults in attendance, the nature of the incident, the action taken and any concerns or issues. If the parent/carer was unable to attend the incident they must be informed as soon as possible.

**Regular occurrences.** When it becomes evident that a child has an on-going problem that requires regular intimate care intervention, the school will seek to make arrangements with the parent/carer for a long term resolution of the problem. This is likely to include a care plan that involves the parent/carer directly as well as external referral to a health professional. Our policy is non-discriminatory so parents of disabled pupils are asked to do no more than their peers who do not have disabled children. So where intimate care is a direct result of a child's disability it is the responsibility of the school to cater for that need in the same manner as it would otherwise and parents are involved to the same extent.

**Confidentiality.** The dignity of the child must be respected so as much as possible should be kept confidential between child, school and parent/carer.

**Support for staff.** All staff may be involved in such intimate care. It is therefore important that all staff are aware of the school's policy on intimate care issues and, where necessary are trained and supported appropriately. Staff must also have the opportunity to raise their own concerns and issues.