INTIMATE CARE POLICY

Introduction

This policy applies to all staff undertaking personal care tasks with vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment. This could include:

- children and young people with limbs in plaster
- children and young people needing wheelchair support
- children and young people with pervasive medical conditions

Palfrey Junior School is 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 recognise that there is a 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. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of safeguarding issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures, only staff who have agreed to undertake the procedure and have been suitably trained and assessed as competent, should do so.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from the appropriate agencies.

It is essential that the adult who is going to change the child informs the teacher and/or another member of staff that they are going to do this. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how

many carers will need to be present when the child is toileted. There is no written legal requirement that two adults must be present. However a second member of staff may be present if circumstances dictate a need i.e. lifting a child, staff training or the need for assistance to maintain the health and safety of the child or staff members.

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 or menstruation. 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 they are able.

Risk assessments and individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. There may also be care plans drawn up by health professionals, who may also provide advice and training.

Intimate care arrangements will be discussed with parents/carers as necessary and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents do not co-operate with intimate care agreements concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health professionals and the head teacher/deputy head teacher to identify the areas of concern and how all present can address them. If these concerns continue there should be discussions with the school's safeguarding co-ordinator about the appropriate action to take to safeguard the welfare of the child.

If any member of staff has concerns about physical changes to 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 the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

All staff will be required to confirm that they have read the Intimate Care Policy.

Approved April 2025
To be reviewed on a three yearly cycle.
Next review April 2028 or sooner should changes need to occur.

Palfrey Junior School
Intimate Care Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents and the school with regard to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which are children are unable to do for themselves arising from the child's stage of development.

Intimate care may involve helping with drinking, eating, dressing, toileting, or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene.

Staff at Palfrey Junior providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. All school staff are supported and trained so that they feel confident in their practice.

Name of child .....

· I give permission to Palfrey Junior to provide appropriate intimate care to my child.

· I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.

· I will contact my child's teacher if there are any issues I would like to discuss.

Signed .....Parent/Carer ..... date.

Signed ..... Head teacher ..... date