

**Intimate Care Policy**

**September 2018**

Holy Trinity VC Primary School

Intimate Care Policy

Mission Statement

This school aims to provide its pupils with a broad and balanced curriculum set within a caring and supportive Christian community in which each member of the school is valued and respected and is empowered to reach their full potential.

Rationale

It is our intention to develop independence in each child, however there will be occasions when help is required. Our intimate care policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

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 activities can include:

* feeding
* oral care
* washing
* changing clothes
* toileting
* first aid and medical assistance
* supervision of a child involved in intimate self-care

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

* 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

Parental Responsibilities

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. Parents have a responsibility to meet with school to discuss and review intimate care and to work closely with school and other agencies to resolve any underlying issues which may contribute to the intimate care needs.

School Responsibilities

All staff working with children have enhanced DBS checks and only members of staff who are familiar with the child and the intimate care policy are involved in the intimate care of children.

If school is notified in advance about any intimate care needs, care arrangements should be agreed between school and parents and if appropriate, with the child. In an emergency staff would undertake any aspect of intimate care and parents would be notified.

Intimate care arrangements should be reviewed with parents half termly.

If a member of staff has concerns about a colleague’s intimate care practice they must report this to the designated teacher for child protection, Carol Knight using CPOMS.

Guidelines for Good Practice

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.

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. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard children and staff.

1. Involve the child in the intimate care

Try to encourage a child’s independence as far as possible in his or her intimate care.

Check your practice by asking the child or parent about any preferences while carrying out the intimate care.

2. Treat every child with dignity and respect and ensure privacy appropriate to the child’s age and situation.

Intimate care should not be carried out by a member of staff working alone with a child. If no second adult is available parents will be contacted to assist with the care of their child. If no adult is immediately available, the intimate care may be delayed.

3. Make sure practice in intimate care is consistent.

As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.

4. Be aware of your own limitations

Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

5. If you have any concerns you must report them.

If you observe any unusual markings, discolouration or swelling, report it immediately to the designated teacher for child protection.

If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated teacher.

6. Communication with Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child’s method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc.

To ensure effective communication:

* make eye contact at the child’s level
* use simple language and repeat if necessary
* wait for response
* continue to explain to the child what is happening even if there is no response
* treat the child as an individual with dignity and respect

7. Communication with home

A home school record of intimate care will be established.

Parents will be invited to review care needs on a half termly basis.

**TOILET TRAINING/CHANGING PLAN**

**Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Adult \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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TT=Tried toilet UP=Used toilet

WB=Wipe Bottom S=Sore

SP=Soiled Pants WP=Wet Pants

Review Date………………………..