



Inspiring All to Excellence

The Fierté Multi-Academy Trust

Intimate Care Policy



Document and Version Control

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Policy Approver	Trust Board

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01	April 2019		
02	Spring 2020		
03	Spring 2021	M. Hamblin	Additional guidance based on safeguarding of vulnerable learners with complex needs: Restricting attendance during the national lockdown: schools. January 2021
04	Spring 2022	M. Hamblin	No changes made
05	Spring 2023	M. Hamblin	No changes made
06	Spring 2024	M. Hamblin	Page 5 Covid guidance removed

Section	Changes Made
Page 5	Guidance regarding Covid removed

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual and it helps to promote equality across Fierté Multi- Academy Trust.

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. It is one of a range of specific policies that contribute to our Safeguarding of pupils. 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:

- Toileting
- Feeding
- Oral care
- Washing
- Changing clothes
- 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
- Personal privacy
- Be valued as an individual
- Be treated with dignity and respect
- Be involved and consulted in their own intimate care to the best of their abilities
- Express their views on their own intimate care and to have such views taken into account
- Have levels of intimate care that are appropriate and consistent

School Responsibilities

It is preferable that children are toilet trained before Foundation Stage. However, no child will be excluded from participating in the Foundation Stage who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. To facilitate this:

- Work will be carried out with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.
- Toilet training is seen as a self-care skill that children have the opportunity to gain experience with the full support and non-judgmental concern of adults.

All members of staff working with children are checked and vetted to ensure they are safe to do so. Only those members of staff who are familiar with the intimate care policy and all school

safeguarding documentation completed through Trust safeguarding checks (DBS/Safeguarding Level 1) will be able to be involved in the intimate care of children.

Anticipated intimate care arrangements which are required on a regular basis are agreed between the school and parents and, when appropriate and possible, by the child.

In such cases, consent forms are signed and stored in the child's file. (Appendix 1)

Intimate care arrangements for any pupil who requires this support on a regular basis will be reviewed termly.

The views of all relevant parties should be sought and considered to inform future arrangements. Any amendments to the arrangements should be recorded and made available for all parties involved.

Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents. This act of intimate care would be reported to a member of staff and parents at the earliest possible time following the event.

If a staff member has concerns about a colleague's intimate care practice, he or she must report this to the Designated Safeguarding Person in the school. If concerns were made regarding a Headteacher the reported incident would be shared with the Trust Designated Safeguarding Person- Mrs Maria Hamblin.

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. Members of staff also 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. It is therefore useful to consider:

Involve the child in the intimate care

Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices.

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

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

Schools will consider how they are working with school nursing services to support the health and wellbeing of their pupils; school nursing services continue to offer support to pupils in school and working remotely including:

- support for resilience, mental health and wellbeing including anxiety, bereavement, and sleep issues
- support for pupils with additional and complex health needs
- supporting vulnerable children and keeping children safe

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.

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. All staff undertaking intimate care of a pupil are expected to be trained in specific types of intimate care as well as understand and feel confident/competent in carrying out their responsibilities.

Promote positive self-esteem and body image

Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

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 intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety, and report the incident immediately to the designated teacher. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

Working with Children of the Opposite Sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman.

The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- when intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed, or screens/curtains put in place;

If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;

- report any concerns to the Designated Safeguarding Person and make a written record;
- parents must be informed about any concerns.

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

Whole School

Procedures for when a child has soiled themselves (e.g. due to a particular medical condition/ to severe cases of diarrhoea) and is unable to clean themselves independently:

- Staff to contact parent/ carer immediately to request permission to assist the child to clean themselves.
- If staff are unable to contact the parent/ carer, then two members of staff will support the child to clean themselves and make them as comfortable as possible (according to the above guidelines in this policy).
- In both above cases, a written account of the situation and actions taken must be produced and given to the Headteacher. This record will be kept in the school's Safeguarding File and logged on My Concern.
- Parents of new pupils to the school are required to sign a consent form, giving staff permission to assist their child in the event of the above situation.



Permission form for Intimate Care Provision

Should your child have an accident (soil or wet themselves) in school and require changing we are willing, with your permission to clean and change your child as required. We will follow the procedures outlined in our "Intimate Care Policy." This role will always be undertaken by a member of staff, and you will be informed that an incident has taken place.

In such an event please indicate below how you would like us to proceed.

- In the event of my child having an accident in school and needing to be cleaned and changed, I give permission for a member of staff (teacher or classroom assistant) to clean and change him / her.

Child's name _____ Signed _____ (Parent/Guardian)

OR

- In the event of my child having an accident in school and needing to be cleaned, I would like to be contacted so that I can proceed to school.

I accept that if you are unable to contact myself or someone on the emergency contact list you will proceed to clean and change him / her as based on the procedures outlined in the "Intimate Care Policy"

Child's name _____ Signed _____ (Parent/Guardian)