



## Hollyfield Primary School

### **Intimate Care Policy – a safeguarding policy**

We intend to provide a safe, secure caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background beliefs or abilities.

#### **1) Principles**

- 1.1 The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Safeguarding Children and Safer Recruitment in Education' (2006) to safeguard and promote the welfare of pupils<sup>1</sup> at this school.
- 1.2 This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.
- 1.3 The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.
- 1.4 This intimate care policy should be read in conjunction with the schools' policies as below (or similarly named):
  - safeguarding policy and child protection procedures
  - 'whistle-blowing' policies
  - health and safety policy and procedures
  - Special Educational Needs policy

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<sup>1</sup> References to 'pupils' throughout this policy includes all children and young people who receive education at this establishment.

- 1.5 The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.
- 1.6 We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.
- 1.7 Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.
- 1.8 Where pupils with complex and/or long term health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.
- 1.9 Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.
- 1.10 This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

## **2) Definition**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs.

## **3) Child focused principles of intimate care**

The following are the fundamental principles upon which the Policy and 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.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

#### **4) Best Practice**

- 4.1 Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated sensitively.
- 4.2 Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any relevant comments. It should be clear who was present in every case.
- 4.3 Staff will encourage each individual pupil to do as much for his/herself as possible. If this is not possible then an additional member of staff should support.
- 4.4 Staff should not enter the toilet cubicle unless necessary.
- 4.5 Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.
- 4.6 Where the pupil is of an appropriate age and level of understanding verbal permission should be sought before starting an intimate procedure.
- 4.7 Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.
- 4.8 Every child's right to privacy and modesty will be respected. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.
- 4.9 The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.
- 4.10 Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including DBS checks.
- 4.11 Sensitive information will be shared only with those who need to know.
- 4.12 Health & Safety guidelines should be adhered to regarding waste products.
- 4.13 No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.
- 4.14 There is a small supply of spare clothes kept in school for pupils.
- 4.15 Spare clothes may be sent in by parents.

- 4.16 Fragrance free wet wipes are given to pupils as appropriate.
- 4.17 Parents will be given any soiled clothes at the end of the day.
- 4.18 Pupils should use pupil toilets to change/clean themselves where possible.
- 4.19 If a child has soiled/wet themselves and it is not appropriate for them to stay in school parents may be rung and asked to collect pupil.
- 4.20 If a member of staff needs to provide intimate care, they should ensure they inform another member of staff what they are doing, where they will be and with which child.

## **5) Safeguarding**

- 5.1 The school's child protection procedures will be adhered to.
- 5.2 From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

**This policy was adopted by the Governing Body on..... (Date)**

**It will be reviewed ..... (Date)**

(NB recommendation - on a three yearly cycle)