



Intimate Care Policy

LONDON MEED PRIMARY SCHOOL

Katherine Chalmers

LONDON MEED PRIMARY SCHOOL | REVIEWED SPRING 2019 BY STAFF, AND GOVERNORS

Statement

At London Meed Primary School the behaviour of everyone in the school is influenced by our Statement.

London Meed is a learning community that cares for and values everyone, where creativity, challenge and high expectations lead to enjoyment and success for all.

Intimate Care Policy

Our School Values

School values dictate that we should treat situations that may require intimate care with Respect, Care and Honesty.

Any child who requires intimate care is treated with respect at all times.

It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem.

To help fulfil this need effectively we have an Intimate Care Policy.

Aims of this Policy

- ◆ To have a consistent approach towards intimate care of pupils across the whole school community.
- ◆ To safeguard the rights and promote the best interests of the children
- ◆ To ensure children are treated with sensitivity and respect, and all pupils feel safe and secure.
- ◆ To safeguard adults required to operate in sensitive situations
- ◆ To raise awareness and provide a clear procedure for intimate care
- ◆ To inform parents/carers in how intimate care is administered
- ◆ To ensure parents/carers are consulted in the intimate of care of their children

Definition

Intimate care is hands-on physical care in personal hygiene, or close proximity non-contact support and physical presence, or observation during such activities. For the purposes of this policy, intimate care tasks may include:

- Assisting a pupil who has vomited to change clothes, often into their PE kit

- Assisting a pupil who has wet themselves to change clothes, often into their PE kit
- Assisting children who have soiled themselves to wash and change clothes
- Assisting a pupil requiring a change in pull-ups or nappies
- Assessing pupils who may be in circumstances described above but due to specific needs will need to be supported by parents and/or carers instead of being assisted by staff (see below)
- Administering specific medication that involves intimate contact (for instance rectal diazepam). Any such procedures will be detailed in a Medical Care Plan and statutory training will be provided to staff.

Intimate Care Facilities in School

Intimate Care will normally be undertaken in the school medical room. This is where there is a shower, a toilet pan and other associated equipment and resources that may be required. The room is large enough for staff to manoeuvre and respond to each child's needs.

Staff members have access to aprons, gloves, wipes and cleaning products to use where appropriate when dealing with intimate care matters.

If there are known, long-term issues an individual intimate care plan will have been drawn up and parents may supply familiar things to help the child feel more comfortable. This may include a change of clothes, nappy bags, wipes, creams, shower gel or towel as appropriate.

Dirty or Soiled clothing will be put in a plastic bag, unwashed, and sent home with the child.

Intimate Care Procedures

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 he/she can.

Where possible staff will check their practice by asking the pupil questions such as, "Is it OK to do it this way?", "Can you wash there?". Try as far as possible respect their personal preferences.

Intimate care is usually carried out by one staff member alone with one pupil. This practice is accepted unless the task requires two people. Safety concerns with this are balanced by the loss of privacy and lack of trust implied if two people have to be present. It is sometimes feasible to be in the vicinity of a colleague when intrusive intervention is required.

During intimate care procedures, doors should be kept at least part open and a sign on the door should be displayed so that appropriate monitoring can be maintained and accidental entry is minimised.

Staff should inform a colleague before and after undertaking intimate care; the colleague should support the member of staff responsible for undertaking the intimate care.

Intimate Care and Parental Permission

Intimate care may be on a planned basis but it may also be required for a child where no need has previously been identified. It is accepted that all staff have a duty of care when a child has an 'accident' or is sick.

At times where there is no expectation for intimate care to be required, attempts will be made to contact parents before any intimate care procedures are started. Prior contact will be attempted but it may be that it is not possible to make direct contact with parent by phone or email. If there is a facility a message to contact school will be left.

Where need has been previously identified, an Individual Intimate Care Plan may be drawn up in consultation with parents and, where age appropriate, the child themselves.

Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained.

Intimate Care and Safeguarding

At all times staff should be aware of their rights and responsibilities as set out in the Child Protection Policy.

As with all child safety concerns, if during intimate care, a pupil seems unusually sore or tender in the genital area, or appears to be sexually aroused by your actions, or misunderstands or misinterprets something, or has a very emotional reaction without apparent cause or you notice unusual marks or any other concerns, or discloses potentially significant information, or you accidentally hurt the pupil then please follow school safeguarding procedures as displayed in school and report any such outcome as soon as is practicable to Safeguarding Lead Ms Reece or in her absence Ms Langtree or Mr Viinikka.

If for any reason a child becomes distressed or unhappy about being cared for by a particular member of staff carrying out their intimate care the child's care needs will be transferred to another member of staff at this point. Parents/carers will be contacted at the earliest opportunity and the matter will be investigated and outcomes recorded. It is noted that observing such pupil concerns is not linked to any specific safety concern.

Intimate care duties will only be undertaken by employed members of staff (who have all been subject to pre-employment safeguarding checks).

Recording and monitoring

Staff should try and ensure that expected or scheduled procedures are undertaken with a consistent approach.

Where possible there will be named designated member of staff acting as the lead for each child's intimate care (usually the class teacher).

In cases of unplanned Intimate Care, written records of what, and when, each procedure has occurred will be made. These will be monitored by the designated member of staff. Records will be overseen by Assistant Head Teacher Mr Viinikka.

Special Care

Particular children may need more physical support to assist their intimate care due to special needs or disability.

Extra caution may be required when exercising intimate care to a child has previously suffered abuse or neglect: physical contact associated with intimate care may provoke memories of such experiences. This may require an additional person to be present or it may be advisable to delay care so that parents can be involved. This should be noted in any Individual Intimate Care Plan and needs to be considered if the care is unplanned.

Individual Intimate Care Plan

Where Intimate Care is needed as a routine or regular procedure an Intimate Care Plan should be agreed in discussion with the child, school staff and parents. Intimate Care activities scheduled in a Plan will not normally be recorded every time.

In developing the plan, the following areas will be considered;

- Nature of concern:
- Independence:
- Support from home:
- Action Plan: this needs to include all planned and regular eventualities such as PE, swimming and lunchtimes etc.

Arrangements for incidental events such as sports, school performances, school trips, etc. will need to be planned agreed as and when necessary.

Questions or Complaints

If you have further questions or concerns about this Intimate Care Policy please contact Assistant Head Teacher Mr Viinikka. Please call the school office for an appointment.

If you have questions regarding intimate care previously administered, please in the first instance approach your child's teacher. They are responsible for the day-to-day care of your child.

If you have a specific issues or complaint which has not been resolved in speaking with the class teacher, then please contact Assistant Head Teacher Mr Viinikka. Please call the school office for an appointment. If any issue remains unresolved after meeting with Mr Viinikka please contact the Head teacher Mrs Reece.

Appropriate procedures are identified in our *Complaints Policy*. There is a copy of our on our website, or you can ask for a paper copy at the school office.

This Intimate Care Policy is reviewed every three years. The next review is due in spring 2022.