



Living our learning

Knowles Primary School
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Intimate Care Policy

Date agreed by the Governing Body: January 2016

Date distributed to staff: February 2016

Date to be reviewed: September 2018

Introduction

Knowles Primary 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 when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Definition

Intimate care is any care which involves tasks of an intimate nature e.g. washing or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. Examples include care associated with continence and menstrual management. In most cases such care will involve procedures to do with personal hygiene and managing items related to this e.g. wipes or nappies.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so and are fully aware of best practice (Safeguarding/Child Protection/Safer Working Practice). Suitable equipment and facilities will be provided to assist with children who need special care. Staff will be supported to adapt their practice in relation to the developmental needs of individual children.

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 themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected and the disabled toilet will be used to toilet a child with intimate care needs.

To safeguard children and staff, two adults will be present when a child is toileted and a record will be made on the 'Record of Intimate Care Intervention' form (see Appendix 1). This record is kept on file in the child's class with their care plan. Intimate care arrangements for all children who require intimate care on a regular basis will be discussed with parents/carers regularly and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing ratios. Any changes to the agreed plan are discussed, agreed and recorded.

The Protection of Children

Safeguarding and Child Protection / Safer Working Practice policies and procedures will be adhered to at all times. The school will seek permission from parents / carers to provide appropriate intimate care support when children start school. (See Appendix 2)

All children will be taught personal safety skills carefully matched to their level of ability, development and understanding and staff will explain to the child what is happening.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report these to the appropriate manager/ designated person for child protection.

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 this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (see Child Protection and Safeguarding Policy for details). All staff will be required to confirm that they have read this Intimate Care Policy and of the need to refer to other policies the school may hold for clarification of practices and procedures.

This policy will be reviewed annually.

APPENDIX 2
PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's Name	
D.O.B.	
Male / Female	
Parent / Carer's Name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing, washing and toileting.

I will advise the Headteacher of any medical complaint my child may have which affects issues of intimate care.

Name: _____

Signature: _____

Relationship to Child: _____

Date: _____