

Brighter Futures Academy Trust

**Field Lane/Siddal Primary School
Luddendenfoot Academy
Intimate and Personal Care Policy**



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
V.Dear/R.Denham/C.Howarth	April 2018	April 2020

Intimate and Personal Care Policy

Introduction

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children who need regular intimate care will have an:

- Intimate care plan; or an
- Individual healthcare plan.

At times a child may require intimate care as a one off occurrence which may be caused by many factors. In these situations parents will be notified on the day of the incident and given a written record. All incidents of intimate care are recorded on CPOMS within 24 hours.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them.

Staff who provide intimate care to children have a high awareness of safeguarding issues.

Staff behaviour is open to scrutiny, and staff will work in partnership with parents/carers to provide continuity of care to children wherever possible.

Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Luddendenfoot Academy 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.

The school recognises that there is a need to treat all children with respect when intimate care is undertaken. No child should be attended to in a manner which may cause distress or pain.

Our approach to best practice

In Foundation Stage, Key Stages 1 and 2, intimate care may be appropriately delivered by cross gender support (where all parties feel comfortable with that arrangement).

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Where necessary and possible school will seek to access apparatus to assist with children who need special arrangements. This may be following assessment from physiotherapist/ occupational therapist or as required, e.g. hoists and slings.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes. Staff will be given training as required and as soon as possible to support a child with a specialist need. e.g. moving and handling training

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, sign, symbolic, etc.) to discuss the child's needs and preferences.

The child is aware of each procedure that is carried out and the reasons for it. As a basic principle children 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.

Parents/carers alongside the class teacher will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded through an intimate care agreement and may include a full risk assessment to address issues such as moving and handling, health and personal safety of the child and the carer.

The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible a

child will be cared for by 2 adults of same gender with whom the child has a good relationship.

A signed record will be kept by staff of all intimate and personal care tasks undertaken which will include times completed and any observations noted.

Each child will have an named member of staff on the senior leadership team to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

Safeguarding the Child

Local Authority Safeguarding Procedures and Inter-Agency Safeguarding procedures will be accessible to staff and adhered to.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child' presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ Designated Safeguarding Lead. A clear record of the concern will be completed and referred to social services and/or police if necessary.

Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at increased risk of harm by doing so.

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 may be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice may be obtained from external agencies as necessary.

If a child makes an allegation against a member of staff, the school will follow the procedures set out in the government guidance document "Keeping Children Safe in Education – Allegations of abuse made against teachers and other staff " and the school safeguarding policy.

Appendix 2 Permission for school to provide intimate and personal care

Child's Full Name	
Male/ Female	
Date of Birth	
Parent/ Carer's Full Name	
Address	

I understand that;

Subject to the conditions laid down in the school Intimate and Personal Care policy, I give permission to the school to provide appropriate intimate and personal care support to my child e.g. changing soiled clothing, washing and toileting assistance as necessary.

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

Signed _____

Full Name _____

Relationship to Child _____

Date _____

Child's Name _____ Class _____

Appendix 3

Individual Record of Intimate Care to be completed and given to parents

Name of Support Staff Involved _____

Name of child

Time of incident.....

Date	Time	Procedure	Observations	Staff signature

