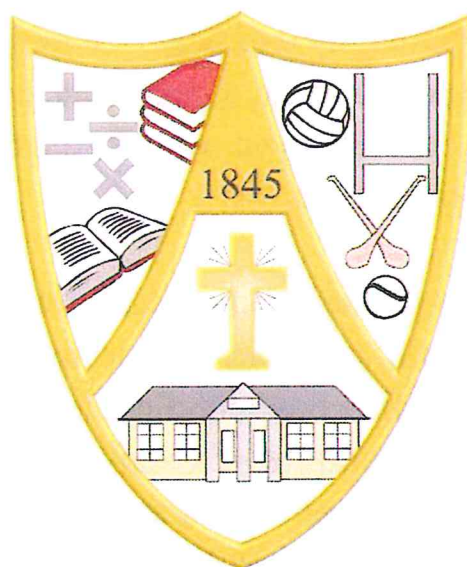


# Jonesborough Primary School



## Intimate Care Policy

## Introduction

In Jonesborough Primary School we are aware that there are a number of issues to consider when responding to a child's individual needs. It is important that a child's needs are met whilst having regard to the needs of all the other children within the school. It is good practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign, outlining who will be responsible, within the school, for changing the child.

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. In most cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

Jonesborough 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. Jonesborough Primary School recognises 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 or pain.

## Our Approach to Best Practice

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

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

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

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 one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing. The class teacher will oversee all provision and monitor regularly.

## **The Protection of Children**

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding (Road Safety/Stranger Danger).

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc s/he will immediately report concerns to Ms M Litter (designated person for child protection). A clear record of the concern will be completed and referred to social care and/or the 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 greater risk of harm.

If a child makes an allegation against a member of staff, all necessary procedures will be followed [see Child Protection Policy and Procedures].

## Health and Safety

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled when changing pants. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. Staff should be aware of the school's "Health and Safety" policy.

Parents/guardians of children who have incontinence issues are encouraged to provide wipes, pants to the school.

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## Guidance Procedures - Intimate Care

- Staff will obtain signed consent form from parents/guardian.
- Intimate Care Policy will be explained to parent/guardian.
- Staff will be trained in procedures and this will be reviewed on yearly basis with Child Protection Review.

## INTIMATE CARE PROCEDURES

If a child requires changing:

- Member of staff informs another (Staff 2) that they are going to change child
- Bag is collected by child or adult if necessary
- Child is encouraged to be as independent as possible
- Door to changing area is not to be closed but adequate screening of child to ensure dignity
- Staff member informs (Staff 2) that they have returned
- Fill out Intimate Care Record and Home Information Slip

# JONESBOROUGH PRIMARY SCHOOL

## Intimate Care Policy

I the parent/guardian of: \_\_\_\_\_

Give permission for him/her to be changed in accordance with the school's Intimate Care Policy.

Will be changed by class teacher/classroom assistant or another vetted member of staff.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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Home Information Slip

\_\_\_\_\_ needed to be changed today.

Signed \_\_\_\_\_