ST.JOHN'S C.E. PRIMARY SCHOOL

Respect, Courage, Compassion, Friendship, Trust, Perseverance

Intimate Care

POLICY

Agreed: May 2019

Reviewed: May 2022

Next Review: May 2027

Love Seeking life in all its fullness

ST.JOHN'S C.E. PRIMARY SCHOOL

OVERVIEW

St. John's CE 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. Unless children have special needs *we* will normally expect that parents and carers prepare their pupils for school by showing them how to dress and undress independently and manage their own personal hygiene. Every effort should be made to encourage independence before a child arrives at school. Where children have the need for help with personal intimate care, we will ensure that the management of those needs will be carefully planned and that any child who requires such care is treated with respect and the child's welfare and dignity will be of paramount importance at all times.

OBJECTIVES

1. To ensure that children are treated with respect when intimate care is given.
2. To ensure that the intimate care of children must never cause worry, distress humiliation or pain and that everything will be done to avoid embarrassment.
3. Each child's needs will be considered individually.
4. To ensure that the provision of intimate personal care meets fully the requirements of the school's child protection policy.
5. To provide for the needs of children who are incontinent, in line with the Special Educational Needs and Disability Act 2001.as far as is reasonably practicable.
6. To ensure that parents are appropriately involved and where urgent or emergency care is given parents/carers will be contacted at the earliest opportunity.

KEY STRATEGIES

1. Where the need for personal intimate care is known in advance the members of staff who provide it will be properly trained to do so and are fully aware of best practice.
2. Early years we will give particular attention to planning for the development of independence skills, particularly for children who are highly dependent upon adult support for personal care.
3. Children will not be excluded from everyday educational activities solely because of a manageable condition.
4. Before admitting a child who has a continence problem, we will draw up a continence care plan agreed by the school with the parents/carers and colleagues from the appropriate Health Authority. The child will also be consulted, if appropriate, as well as the staff involved in carrying out the care. The plan will include information about when and where the child will be cared for and which members of staff will support and manage the plan.
5. In an emergency any member of staff may be asked to provide personal intimate care and they will be guided by this policy, the Child Protection Policy and any other relevant policy.
6. Good practice in providing personal and intimate care will include the following:
    - Inform a colleague when a child needs to be taken to the toilet.
    - Make a record of each occasion, including time and duration.
    - Consideration should be given to providing intimate care to children of the opposite sex.
    - In considering this issue, attention should be paid to the age of the child his/her wishes and feelings, any expressed parental directions along with the wishes and feelings of the member of staff concerned.
    - Staff will use gloves and protective clothing, where a child has a care plan; parents will be expected to provide the school with a reserve of clothing. In an emergency the school

will provide appropriate temporary clothing which parents will be expected to wash, iron and return.

- For emergency intimidate care records will be made on an Intimate Care Record Form which will be kept in the school office (Appendix 1)
- For children with Special Needs who require an intimate care plan, all records of providing intimate care will be recorded in a diary which will be kept in the classroom.

7. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.
8. Where children have identified special needs that require personal and intimate care, individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.
9. Wherever possible staff should only care intimately for an individual of the same sex.
10. Where a child with SEN has on-going intimate care needs, arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan.
11. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
12. The school's Child Protection procedures will be adhered to at all times.

OUTCOMES

This policy will play an important part in the care of pupils. It will ensure that all pupils are treated at all times with dignity and respect. We are committed to meeting the individual needs of each child and we will take full account their age, special needs disability and gender when providing personal intimate care.

ST.JOHN'S C.E. PRIMARY SCHOOL

Appendix 1

INTIMATE CARE RECORD FORM

Child	Class	Location	Time	Duration	No. adults	Adults' initials	Comments