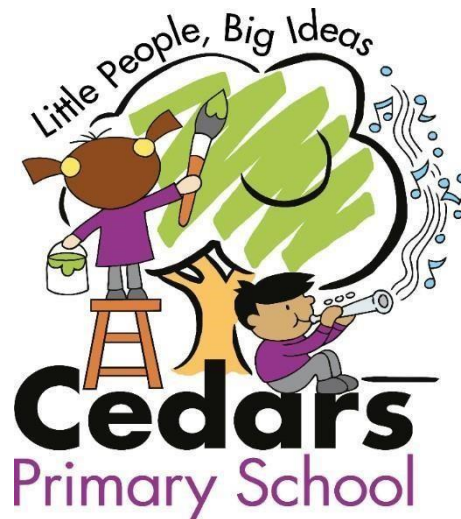


Intimate care policy



Adopted and Approved by Governors:

Autumn Term 2022

Updated September 2024

Mrs Nicola Truman

Headteacher

OVERVIEW

Cedars 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.

AIMS:

Cedars Primary school aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support. In order to maintain the child's privacy, the majority of these actions will be supported by the child's teacher, teaching assistant or support, with the exception of the first aid treatment that will be conducted by a qualified first aider.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

OBJECTIVES

1. To ensure that children are treated with respect when intimate care is given
2. Each child's needs will be considered individually
3. To ensure that the provision of intimate personal care meets fully the requirements of the school's child protection policy
4. 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.
5. 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. More than one person should be present to safeguard the interests of both the child and carer unless the circumstances require immediate and urgent action and a second person is unavailable
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.
 - 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.
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 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.
9. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
10. The school's Child Protection procedures will be adhered to at all times.
11. Ensure all staff undertaking intimate care routines have suitable enhanced CRB checks

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12. Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
13. Conduct thorough inductions for all new staff to ensure they are fully aware of all school procedures relating to intimate care routines
14. Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training
15. Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the school will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
16. Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
17. The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the school.
18. If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the SENCo at the earliest opportunity.

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.