



Policy: Intimate Care Policy

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Intimate Care Policy

Please refer to national statutory guidance Keeping Children Safe in Education, DfE and Working together to safeguard children, DfE and Guidance for Safer Working Practice.

For Wirral policies, procedures and guidance go to [Welcome to the Wirral Safeguarding Children Partnership - Wirral Safeguarding Children Partnership](#)

Please refer to the following school policies for related information and guidance:

Behaviour Statement, Staff Code of Conduct, Volunteer Policy, Safer Recruitment Policy, Child Protection Policy, Behaviour and Anti-bullying Policy, Health & Safety Policy, First Aid Policy, SEND Policy, RHE Policy, Online Safety Policy, Acceptable Use of ICT including Social Media Policy, Whistleblowing Policy and WLSCB Prevent Policy

Introduction

West Kirby Primary School recognises that when supporting a child with intimate care needs, the child's welfare and dignity is paramount.

No child shall be attended to in a way that causes distress, embarrassment or pain.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

This school is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of all children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against. SEND pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

This school will not usually ask parents to collect children who have ongoing or occasional intimate care needs. We do sometimes contact parents, if we have tried to clean a child to the best of our ability with the facilities we have, but feel they need more than this.

Definition

Intimate care is defined as tasks associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals.

Our approach to best practice

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Safeguarding and Moving and Handling where appropriate) and fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school/setting are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by an Occupational Therapist and/or Physiotherapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- 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.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- An Individual Health Care Plan/Intimate Care Plan will be drawn up for any pupil requiring regular intimate care.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult, unless there is a sound reason for having more adults present. In such a case, the reasons will be documented and supported by a risk assessment. Within the unintrusive presence will be another adult who is not involved in the intimate care.
- Regular intimate care needs will be discussed with parents/carers on a regular basis and recorded on the Individual Health Care Plan/Intimate Care Plan.
- Where occasional intimate care is required e.g. toilet accident, and an Individual Health Care Plan/Intimate Care Plan is not in place, the child's needs will be met by school staff and parents/carers will be informed the same day. This information should be treated as protected and communicated accordingly.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Wherever possible, a child's intimate care needs will be met by a member of staff the child knows.

Safeguarding

The Governors and staff of West Kirby Primary School recognise that SEND children are particularly vulnerable to all forms of abuse.

The School/Settings Safeguarding Policy & Wirral Local Safeguarding Children Board Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about any physical, social, emotional or behavioural changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the 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 investigated following the above policies and procedures and outcomes recorded.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

Parents/carers will be contacted at the earliest appropriate opportunity as part of the safeguarding process. Further advice will be taken from partner agencies.

APPENDIX 1

----- had a toilet accident at ----- today.

- ☐ They changed themselves independently.
- ☐ They required a little support to change themselves.
- ☐ They needed full support to change themselves.



If your child is wearing any school spares, please wash them and send back to school when possible.

Many thanks.

Signed: -----

Date: -----

For more information on changing, please see our Intimate Care Policy on our website.



APPENDIX 2



Date

Dear Parents & Carers,

In order to best meet the needs of your children when they are with us, we would like to set up an agreement between yourselves and school with regard to intimate care.

Intimate care is defined as tasks associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals, such as assisting children to clean themselves after a toileting/soiling accident.

West Kirby Primary School recognises the need for children to be treated with respect when intimate care is given, and the child's welfare and dignity is paramount.

The staff providing intimate care are aware of the need to adhere to Safer Working practices guidance in order to minimise the risks for both the children and themselves. All staff are supported and trained so that they feel confident in their practice.

Please refer to our intimate care policy on the school website for more information.

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Intimate Care Agreement

Name of child

I give permission to West Kirby Primary School to provide appropriate intimate care to my child.

I understand that this will generally be carried out by staff from my child's class but may also be carried out by another trained member of staff.

Signed Parent/Carer date.

Signed Class teacher date.

APPENDIX 3



Intimate Care Plan

Record of Discussion with Parents/Carers

Name of Child:			
Date of Birth:		Class:	

	Detail / Action		
Working towards independence			
Arrangements for nappy / pull up / clothes changing			
Level of assistance required			
Infection control			
Sharing information			
Resources required			
Parent/carers signature:		Date:	
EYFS lead signature:		Review Date:	