

# STROUD SCHOOL: INTIMATE CARE POLICY AND GUIDELINES

This policy is applicable for all pupils in the EYFS and KS1

The Intimate Care Policy and Guidelines applies to everyone involved in the intimate care of children.

These guidelines should be read in conjunction with the following policies:

- Child Protection Policy
- Health & Safety Policy
- Recruitment and Selection Policy

The term parent/s is used to refer to parents, carers and legal guardians.

## DEFINITION OF INTIMATE CARE

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Care may involve help with drinking, eating, dressing and toileting.

In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

## AIMS

The aims of this document and associated guidance are;

- To provide guidance and reassurance to staff
- To safeguard the dignity, rights and well-being of children and young people
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

## PRINCIPLES

- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs

## WORKING WITH PARENTS

Partnership with parents is a vital principle in any educational setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents, including knowledge and understanding of any religious or cultural sensitivities.

Prior permission must be obtained from parents before routine Intimate care procedures are carried out.

Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with Individual Health Care plans and any other plans that identify the need to support of intimate care.

Recording equipment such as mobile phones or cameras must not be taken into areas where intimate care is carried out. The use of mobile phones and cameras is restricted in the EYFS: photos must be taken on school cameras or mobile devices and downloaded onto school computers where they can be monitored by the Head of EY and Head of IT, and phones must not be used at all when children are present – only in the staff room at breaks. [EYFS Statutory Framework].

## RECRUITMENT

Parents must feel confident that relevant staff have been carefully vetted and trained helping to avoid potentially stressful areas of anxiety and conflict.

Recruitment and selection of all candidates for posts follows the DBS procedure, equal opportunities and employment rights legislation, and with regard to guidance and legislation detailed in Keeping Children Safe in Education 2020.

At least one person on each interview panel is trained in safer recruitment.

Candidates are made fully aware of what will be required and detailed in their job description before accepting the post.

Enquires should be made into any restrictions the candidates may have which will impede their ability to carry out the tasks involved. This will enable employers to identify and provide necessary support and adjustments that are practical.

## STAFF DEVELOPMENT

Staff receive full Safeguarding training every 3 years, with updates given as appropriate but at least annually.

Staff will fully understand the intimate care policy and guidelines within the context of their work.

## ENVIRONMENTAL ADVICE

When children need intimate care facilities, reasonable adjustments will need to be made. Additional considerations may include:

- Protective clothing including disposable protective gloves - provided by the school

- Labelled bins for the disposal of wet & soiled nappies
- Supplies of suitable cleaning materials; anti-bacterial spray, deodorisers, Anti-bacterial hand wash
- Supplies of appropriate clean clothing, disposal bags and wipes
- Changing mat

#### INVASIVE PROCEDURES

In the situation where a child needs some assistance with intimate care, a permanent member of staff will help in the open toilet area. Another member of staff should be informed so that there is openness and shared information about what help was given

The school should make arrangements to ensure that there is always another member of staff nearby or within earshot, when intimate care takes place.

If a child requires support with toileting needs, this should be recorded (Appendix 1) and sent home to parents on the day the care has taken place. Copies of these forms can be found in the department office.

#### VULNERABILITY TO ABUSE

Children should be encouraged to recognise and challenge inappropriate assistance and behaviour that erodes their dignity and self-worth. Staff should be encouraged to listen.

It is essential that all staff are familiar with the school's Child Protection Policy and procedures. The following are factors that can increase a child's vulnerability:

- Children with disabilities may have less control over their lives than others
- Children may experience multiple carers
- Children may not be able to distinguish between intimate care and abuse
- Children may not be able to communicate

#### SAFEGUARDING AND ALLEGATIONS OF ABUSE

It is essential that all staff are familiar with the school's Child Protection and Safeguarding Policies and procedures. If a child is hurt accidentally, he or she should be immediately reassured and the adult should check that he or she is safe and the incident reported immediately to the designated line manager.

If a child misunderstands or misinterprets an action / instruction, the incident should be reported immediately to the designated line manager.

Personnel working in intimate situations with children can feel particularly vulnerable. The School policy can help to reassure both staff involved and the parents.

Action should be taken immediately should there be a discrepancy of reports between a child and the staff member, particularly with reference to time spent alone together.

If a staff member has concerns about a colleague's intimate care practice they must report this to their designated manager/teacher.

Where there is an allegation of abuse, the guidelines in the Child Protection procedures should be followed.

## TOILETING PROCEDURES

Working with Parents Working in partnership with parents is a vital principle of the EYFS. Exchanging information with parents is essential; parents should be encouraged and empowered to work together with staff to ensure a consistent approach.

In addition identified staff members should be able to:

- Access other procedures and policies regarding the welfare of the child
- Identify and use a communication system that the child is most comfortable with
- 'Read' messages the child is trying to convey
- Communicate and involve the child in the toileting programme
- Offer choices, wherever possible
- Develop, where possible, greater independence

Original document: 12<sup>th</sup> October 2020

Appendix 1

**Record of toilet change of clothing**



Your Child:	
Required a change of clothes on:	
Reason:	
Items changed:	
Supervised/ Assisted by:	

