

CROXTETH COMMUNITY PRIMARY SCHOOL

Intimate Care Policy

November 2013

Introduction

At Croxteth CP School we strive for each child to develop their independence and to encourage a "can do" attitude. This is true for all of our children and to develop that independence there may be times when guidance and support is required

Our Intimate Care Policy has been developed to safeguard all of our children.

Croxteth CP School is committed to "developing a school for all" regardless of gender, race, age, ethnicity, attainment, disability or background.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one off incident. Such activities can include:

- Toileting
- Washing
- Changing clothes
- Supervision of a child involved in intimate self care

Principles of Intimate Care

Our policy is based on the fundamental principles that every child has the right to:

- Be safe
- Personal privacy
- Be valued as an individual
- Be involved and contribute to their own intimate care to the best of their ability
- Express their views on their own intimate care that are appropriate and consistent

In addition to these rights for the child, we strive to work in partnership with family, carers and other professionals to work towards the child's independence in their own self care.

Our Responsibilities

All members of our school staff who regularly work with children are vetted following the school's Safeguarding Policy.

As we work through our admission procedure it may become clear that a child requires intimate care on a regular basis and an individualised intimate care procedure will be arranged with the parents/carers and, when appropriate and possible, with the child.

In such cases, consent forms are signed by the parents/carers and copies are given to the parents/carers, to the class teacher and to the school Senco.

The individualised intimate care procedure will be reviewed as the child's needs change and develop. We will actively seek the advice of health professionals to inform and develop the procedure. Any amendments to the arrangements will be recorded and will be shared with everyone involved.

Only in an emergency would the school undertake any aspect of intimate care that has not been agreed by the parents/carers. This act of intimate care would be alerted. The parents would be informed of the incident at the earliest possible time following the event.

If a member of the school has concerns about any aspect of the Intimate Care Policy or how it is carried out it must be reported to the Head Teacher or School Safeguarding Teacher.

Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff and apply to every member of staff involved with the care of children. Young children and children with special educational needs can be especially vulnerable and adults need to be particularly sensitive to their individual needs.

We are fully aware that intimate care may be open to interpretation and that as professionals working with young children we have a duty of care to each other to keep our professional practices safe.

1. Involve the child in the intimate care

We try to encourage the child's independence as far as possible in his or her intimate care. In the rare occurrence of a child requiring regular nappy/pull up changing, cleaning or washing, the member of the school will talk through what will be done and where possible give choices. These choices and procedures will be discussed with the parents/carers and recorded. It is the responsibility of all members of the school caring for a child to ensure that they are aware of a child's method and level of communication.

Depending on their ability and levels of stress, children may communicate using different methods, words, signs, symbols, body movements, eye pointing etc., To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for a response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect

2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation

Intimate care will not be carried out by one member of the school team alone. A witness will be required within the class. If that is not possible, another member of the school team will be called upon. This may delay the intimate care being carried out immediately. The children will be appropriately covered, the door to the bathroom closed or partially closed and screens closed (in the case of showering).

- If a child appears to be distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately.
- Try to ascertain why the child is distressed and provide reassurance.
- Report any concerns to the Head Teacher or SG teacher and make a written record
- Parents/carers must be informed about any concerns and these concerns used to review the intimate care procedure for a child.

We strive for each child to be confident and self-assured. The approach an adult takes to the intimate care can convey lots of messages to a child about their individual worth. We are very aware that our attitude to a child's intimate care is important. We will approach routine care in calm, efficient and relaxed manner, talking through what will happen, what is happening and what will happen next.

3. If you have any concerns you must report them

If members of the school observe any unusual markings, discolouration or swelling it will be reported immediately to the Safeguarding Teacher. Any birth marks and naturally occurring characteristics will be reported on the child's individual intimate care procedure. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the

incident immediately. Report and record any unusual emotional or behavioural response by the child.

The governing body will review this document and consider any amendments in light of their findings.

Policy formulated November 2013

To be reviewed November 2015