



# Carleton House

## Preparatory School

### **INTIMATE CARE POLICY**

**WRITTEN BY:**

**Mrs Sandy Coleman**

**DATE OF POLICY:**

**January 2022**

To be reviewed January 2024



# **Carleton House Preparatory School Intimate Care Policy**

## **Mission Statement**

*"We Live Love and Learn with Jesus"*

This Policy also includes the Early Years Foundation Stage and Out of School Provision and should be read in conjunction with our Safeguarding Policy.

### **Statement of Intent**

The governors and staff of Carleton House Preparatory School fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

We believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of each individual child.

We realise that intimate care is a sensitive issue and will require staff to be respectful of children's physical and emotional well being.

### **Definitions**

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of intimate personal areas. Examples include care associated with continence or menstrual management.

### **Procedures**

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. All staff who provide intimate care to children have a high awareness of safeguarding issues. Staff behaviour is open to scrutiny and staff at Carleton House work in partnership with parents and carers to provide continuity of care to children and young people wherever possible.

Staff deliver a full personal safety curriculum to all children, as part of our Personal, Health, Social and Emotional curriculum (PHSE), as appropriate to their stage of development and understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages at home.

Carleton House 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. Carleton House recognises that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress or pain.

### **Our approach to best practice**

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be used to assist with children who need special arrangements following an assessment from a physiotherapist or occupational therapist as required.

Where necessary, 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.

Parents and carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints, for example staffing and

equal opportunities legislation. The plan will be reviewed and adapted regularly to ensure the individual needs of the child continue to be met.

All staff will carefully and sensitively discuss each child's needs and preferences with them, in a sensitive and age appropriate manner. The child will be made aware of each procedure that is carried out and the reasons for it.

As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be written and agreed with parents for each child as appropriate to their circumstances and requirements. (See Appendix 1)

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Usual practice would be for one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the child will not be cared for by the same adult on a regular basis; there will be a rota of two or three members of staff known to the child who will take turns in providing intimate care. This will ensure, as far as possible, that over-familiar relationships are not developed. However, the staff will ensure that the care is not carried out by a succession of completely different carers.

All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other temporary staff working at the school will not be permitted to attend to intimate care tasks.

#### **The Protection of Children** (See Safeguarding Policy)

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

Safeguarding and multi-agency procedures will be accessible to staff and strictly adhered to. If a member of staff has any concerns regarding physical changes in a child's presentation, for example marks, bruises and soreness, he or she will immediately report them to the Designated Safeguarding Lead, the Head teacher, Mrs Coleman. Usual procedures will be followed as outlined in our Safeguarding Policy.

If a child becomes distressed or unhappy during intimate care procedures, we will seek to understand fully the reasons for this. Parents and carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. If it is identified to be linked to the care given by a particular adult, the matter will be investigated and outcomes recorded. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation of abuse, procedures outlined in the Safeguarding Children Policy will be followed.

Carleton House Preparatory School			
Intimate Care Plan			
Name of Child:			
Date of Birth:			
Class / Teacher Name:			
Care required and how often during the day			
Member(s) of staff who will carry out the tasks – all staff need to be fully aware of toileting/intimate care plan and school priorities.			
Name/Names:			
Signature/ Signatures			
Where will the tasks be carried out and what equipment/resources will be required to safely carry out the procedures:			
Infection Control and Disposal Procedures in place:			
Actions that will be taken if any concerns arise:			

Parent's responsibility to provide:

Any School/Home agreement of care/management plan or communication via school home diary (if required):

Other Professionals in involved in care/advisory role: (School Nurse, Health Visitor, etc)

Additional Information:

I/We have read the Intimate Care Policy provided by Carleton House Preparatory School. I/We give permission for the named member(s) of staff to attend to the care needs of my/our child and are in agreement with the procedures proposed. Should there be any changes to the physical needs of my child which will affect this care plan I shall inform the school immediately.

Name of Parent/Carer:

Signature:

Head Teacher:

Signature:

Date:

Date Intimate Care Plan is to be reviewed: