



## **Intimate Care Policy**

**SS Peter & Paul's Catholic Primary School  
Intimate Care Policy Policy**

**Mission Statement**

**We show our love for God in the way we treat each other,  
Together we follow Jesus, by learning and sharing our gifts**

**1.0 Introduction**

- 1.1 SS Peter and Paul's aims to have a positive approach to intimate care which ensures a safe and comfortable experience for the child.
- 1.2 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 the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.
- 1.3 Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at SS Peter and Paul's School work in partnership with parents/carers to provide continuity of care to children wherever possible.
- 1.4 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- 1.5 SS Peter and Paul's 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 SS Peter & Paul's recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

**2.0 Our approach to best practice**

- 2.1 All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- 2.2 The religious views and cultural values of families should also be taken into account. Accordingly, it is vital that we seek to engage with parents, and children, prior to enrolment, to discuss the normal routines of the school and staff most likely to be involved in delivering aspects of intimate care.
- 2.3 Staff who provide intimate care are trained first aiders and safeguarding and are fully aware of best practice. This includes:
  - Careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
  - Speaking to children personally by name so that they are aware of being the focus of the activity.

- Preparing the child for and to anticipate events while demonstrating respect for his/her body.
- When washing a sponge or flannel is always used and where possible the child encouraged to attempt to wash private parts of the body him/herself.
- Respecting a child's preference for a particular care and sequence of care.
- Ensuring screens are pulled across to protect child's privacy.
- Ensuring changing area is left clean and tidy for the next person.
- Keeping a log of who is changed when and by whom with times/dates, recording any notable responses or changes to behaviour.

2.4 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.

2.5 As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can.

2.6 Each child's right to privacy will be respected. Where possible 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. It is good practise to inform another member of staff before commencing intimate care with a child.

2.7 Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

### **3.0 Home/Letter of change of clothing**

3.1 Home/Letter of change of clothing will be completed and parents notified to collect their children.

3.2 All matters concerning intimate care will be dealt with confidentially and sensitively and the child's right to privacy and dignity is maintained at all times .

### **4.0 The protection of children**

4.1 Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

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

4.3 If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the safeguarding lead. See safeguarding policy for further information.

4.4 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

4.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed [see The Education Child Protection Procedures].

## **5.0 Health & Safety**

- A soiled nappy and pull ups should be changed as quickly as possible by a designated adult.
- Children will be changed in a private area.
- Disposable plastic gloves and apron should always be worn.
- If possible solid waste should be flushed away in the toilet.
- The soiled nappy and any used wipes or tissues, apron and gloves should be tied in a nappy sack and disposed of in a yellow bag. This yellow clinical waste disposal unit is located outside the caretakers office.
- Wash hands thoroughly with antibacterial liquid and water and dry carefully.

**This policy has been agreed by:**

.....Date: **November 2016**  
**Mrs Susan Johnson Headteacher**

.....Date: **November 2016**  
**Ms Sarah Ramsay, Chair of Governors**

**Policy to be reviewed: Autumn 2017**

Appendix A



**SS Peter & Paul's Catholic**

**Primary School**

**PARENTAL CONSENT FORM FOR INTIMATE CARE**

Permission for school to provide intimate care, such as changing soiled clothing, washing and toileting.

The school will not provide intimate care unless in an emergency, without parental permission. It will remain the responsibility of parents to change, wash and toilet their child.

Parents may however indicate, below, their permission for the school to provide any required intimate care.

Surname of pupil .....

Forename .....

Address .....

.....

.....

Male/Female .....

Date of Birth .....

Class .....

I understand that:

- I am giving permission to the school to provide any required intimate care support to my child e.g. such as changing soiled clothing, washing, toileting (i.e. not for PE).
- I understand that my child's right to privacy will be respected and wherever possible will be cared for by only one adult.
- I am undertaking to advise the head teacher of any medical complaint my child may have which affects issues of intimate care.

Name(s) (please print) .....

Signatures(s) .....

Relationship to pupil .....

Date: .....