



# St. Breward Primary School

## Intimate Care Policy

**Last updated:** July 2019

**Next review:** July 2020

**Signed:** K.Goodman

We aim to develop independence in every child, however there will be occasions when additional help is required. Our Intimate Care policy has been developed to safeguard both children and staff. The principles and procedures apply to everyone, including those involved in the intimate care of children.

All staff members involved with any aspect of pastoral care to children are sensitive to the child's individual needs. 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 a one-off incident. Such needs may include:

- Toileting
- First aid and medical needs
- Changing clothes
- Supervision of children involved in intimate self-care

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

### **Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:

- Be safe
- Have privacy
- Be valued and respected and treated with dignity

It is preferable that children are toilet trained before attending our Nursery/Reception class. However, no child will be excluded from participating in the Foundation Stage who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. To facilitate this, conversations will be carried out with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

All members of staff are DBS checked and have familiarised themselves with this policy and other safeguarding policies relating to the intimate care of children. If any staff member

has concerns about a colleague's intimate care practice he/she would report this to the Designated Safeguarding Lead - Hannah Simpson.

### **Intimate Care**

Children that have regular toileting accidents are provided with a log book which details the date, time, accident and two signatures of adults who helped the child. At the end of the day, this book is shared with the parent and they are encouraged to sign the book also.

At St. Breward Primary school we:

#### **1. Involve the child in the intimate care**

We try to encourage a child's independence as far as possible in his/her intimate care. Where a situation renders a child fully dependent, we talk about what is going to be done and, where possible, give choices. We check our practice by asking the child or parent about any preferences while carrying out the intimate care.

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

Two members of staff are always involved when dealing with intimate care. This is usually carried out in our disabled toilet as this is a private, secure place. Care is not carried out by a member of staff working alone with a child.

#### **3. Are aware of our own limitations**

Staff only carry out activities that they understand and feel competent with. Some procedures may only be carried out by members of staff who have been formally trained.

#### **4. Share concerns**

If we observe any unusual markings, discolouration or swelling we will report it immediately to the Designated Safeguarding Lead. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, we reassure the child, ensure their safety and report the incident immediately to the Designated Safeguarding Lead.

If a child appears distressed or uncomfortable when personal tasks are being carried out, the care would stop immediately. We will try to ascertain why the child is distressed and provide reassurance.

### **Communication**

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods, e.g. words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication we:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- 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

Whenever intimate care has been carried out on a child, we ensure that we disclose this to parents/carers. Children are given letters about some first aid procedures to act as a visual reminder that their child has sustained an injury.