

MANOR ROAD PRIMARY SCHOOL



INTIMATE CARE POLICY

October 2022





Manor Road Primary School

Intimate Care Policy

Contents

Page	Details
3	Introduction
3	Definition of Intimate Care
3	Provision of Intimate Care
4	Safeguarding
4	Procedures for Intimate Care



Manor Road Primary School

Intimate Care Policy

INTRODUCTION

The Intimate Care Policy at Manor Road Primary School is committed to ensuring that all staff responsible for the intimate care of the children will undertake their duties in a professional manner at all times. Procedures have been adopted with referral to DfE Guidance including the current Keeping Children Safe in Education and Working Together to Safeguard Children documents. We recognise there is a need to treat all children with respect; no child should be attended to in a way that causes stress or pain and instead this time is used to create opportunities for children's Personal, Social and Emotional Development.

DEFINITION OF INTIMATE CARE

Working with young children will often require adults to be involved in duties which require intimate care of children. Staff have been placed in a position of great trust and will be expected to carry out this sort of procedure whilst children are in our care. Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene, including toileting, washing and dressing. Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be a high level of awareness of child protection issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

PROVISION OF INTIMATE CARE

At Manor Road, intimate care will only to be carried out by named staff and not visitors, volunteers or parents/carers other than the child's own. In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However this is not always possible, so another member of staff may need to carry out the procedure. We will always endeavour to ensure that this is a member of staff with whom the child is familiar.

The experience of intimate care will be made as pleasant for the child as possible by ensuring that they are spoken to at all times, provided with as many opportunities to be independent and praised for this. This can be used as an opportunity to chat/count/sing songs with the child about their learning experiences that day.

Intimate care will take place in the toilets which are private enough to respect the child's dignity but also allow the adult to be seen at all times to prevent them from allegations or bringing their behaviour into question. No adult will be left alone behind a fully closed door

when carrying out intimate care procedures. This puts both the safety of the child and staff member at risk.

It is good practice for a record to be kept in an agreed format every time a child requires assistance with intimate care unless the child has pre-identified intimate care needs. The record should include date, times and any comments, such as changes in the child's behaviour. It should be clear who was present. At Manor Road Primary School, these records will be kept on CPOMS.

Where possible, another adult should stay close by while the procedure is carried out, but does not need to stand as a 'witness' to the procedure.

If a child refuses staff assistance a parent or carer will be called.

If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home if the child is distressed or unwell.

SAFEGUARDING

Staff members will follow the school's Safeguarding & Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding & Child Protection Policy. This means it will be recorded using the school's CPOMS system and reported to the DSL or Backup DSL.

PROCEDURES

When providing intimate care, staff will:

- If required, prepare the changing bed by covering it with the paper roll provided
- Ensure the following items are ready before changing a child's clothes: wipes, clean underwear and clothes
- Approach the child and say or sign that it is necessary to change them.
- Wash and dry their hands and put on a pair of disposable gloves/disposable apron. (NB - staff must put a fresh set of gloves on for every child that has intimate care)
- Support the child on to the changing bed, if required, using the 'steps'
- Remove the child's clothing as necessary
- Remove the child's underwear and clean the area, always from front to back using wipes
- Ensure the child is clean and comfortable by putting on clean underwear and a clean set of clothes if required
- Bag any soiled / wet clothes to be sent home
- Dispose of the paper roll
- Place the used gloves in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel
- Help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the classroom to continue with their activities / play
- Ensure the changing area is left clean and tidy following each use

Policy written by: Karen Marshall
Policy written: June 2019
Policy reviewed: October 2022
Policy to be reviewed: As required