

# Willow Primary School

## Intimate Care Policy

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Contents .....	<b>Error! Bookmark not defined.</b>
1. Introduction .....	3
2. Definitions .....	3
3. Principles .....	3
4. Safeguarding .....	4

## Introduction

Willow Primary School is committed to safeguarding and promoting the welfare of the children in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

This Intimate Care policy should be read in conjunction with the following:

- The Safeguarding Policy
- The Health and Safety Policy
- The First Aid Policy
- The Managing Medicines Policy

## Definitions

Intimate care can be defined as care tasks associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of intimate personal areas. This includes care associated with continence and menstrual management, as well as more ordinary tasks such as washing and dressing. It also includes the supervision of children involved in intimate self-care and the checking of intimate injuries in academy.

## Principles

- All staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is recognised that these adults are in a position of great trust. Visitors, volunteers and work experience students will not be involved in intimate care routines.
- All children will be treated with respect and no child should be attended to in a way that causes distress or pain. Children's dignity will be preserved and a high level of privacy, choice and control will be provided. Staff should have a high awareness of child protection issues. Staff behaviour is open to scrutiny and they should work in partnership with parents / carers to provide continuity of care wherever possible.
- Children are encouraged to gain awareness of personal safety through the Personal, Social and Health Education curriculum as appropriate to their development and level of understanding.
- A series of assemblies are planned during the year to cover road safety, stranger danger, e-safety etc.

- Sex and Relationships Education is taught in Year 5 and 6 to boys and girls separately. All parents are encouraged to attend the academy to see and discuss the materials used to deliver the programme.

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

- Intimate care must only be carried out in the presence of two members of staff.
- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is paramount.
- Staff must always wear gloves when changing pupils and dispose of them appropriately afterwards.
- Staff who provide intimate care should be aware of the appropriate level of support needed for each individual child and encourage them to be independent in their care as appropriate with their age and understanding.
- All pupils will be encouraged to use the self-care skills that are appropriate for their age e.g. removing clothing, wiping themselves etc.
- Each child's right to privacy should be respected and only the required amount of adults and support should be offered as appropriate for the situation.
- All staff should be aware of the academy's confidentiality policy and sensitive information should only be shared with those who need to know.
- It is the responsibility of the class teacher to ensure that parents/carers are informed and it is their decision as to whether it is necessary to telephone the parent or speak to them at the end of the session.
- The intimate care record sheet must be completed. The sheet gives information about the name of the pupil, date, time, who changed the pupil and the reason for changing them.
- Staff must also be aware of their own personal safety whilst changing pupils and not put themselves in a vulnerable position.

## **Safeguarding**

The Governors and staff at Willow Primary School recognise that children with special needs are often vulnerable.

- Staff should adhere to the academy's Health and Safety, Child Protection and Safeguarding policies and guidelines at all times.
- Where appropriate, all children are taught personal development skills appropriate to their age and level of understanding.
- If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises they will immediately report their concerns to the designated person for Child Protection and/ or Safeguarding.



- If a child makes an allegation against an adult working in the academy, all necessary procedures will be followed in line with the procedures issued by Doncaster Safeguarding Children Partnership (DSCP)
- Any adult who has concerns about a colleague at the academy or any improper practice will report this to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.