



INTIMATE CARE POLICY

This policy relates to the whole school including the Early Years Foundation Stage.

Reviewed by Sally Witts/Emma Darbishire
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INTRODUCTION

All staff at Kingswood House School who work with young children must realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs, avoiding and minimising risk – not only risk of abuse to children but also risk of allegation against those who are working with them.

1. Intimate care is 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."
2. Children's dignity will be preserved and a high level of privacy at all times. Staff who provide intimate care are aware of child protection issues. Staff behaviour is open to scrutiny and staff at Kingswood House School work in partnership with parents, carers and Governors to provide continuity of care to the children under their care both during school hours, outings and residential trips away.
3. Staff deliver a full personal safety curriculum as part of Personal, Social and Health Education, to all children as appropriate to their age and developmental level and degree of understanding.
4. Kingswood House School 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.
5. Kingswood House 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.

OUR APPROACH TO BEST PRACTICE

1. Physical contact should be limited to that which circumstances dictate and not prolonged, as this can be misconstrued.
2. If you need to see a child alone, make sure that the door is open or another adult is around and the child knows this. Don't invade a child's privacy whilst

toileting, a child's dignity is of paramount importance; just let them know to call if they need assistance.

3. All children who require intimate care are treated respectfully at all times and consent is gained from the child when possible.
4. Where possible and appropriate the child will be offered a choice of carer.
5. Staff who provide intimate care are fully aware of best practice.
6. There is careful communication with each child who needs help (verbal, symbolic etc.)
7. Staff will encourage each child to do as much for themselves as they can. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and carer, and issues that may affect their health.
8. Staff will take into account the religious views, beliefs and cultural values of the child and their family as far as possible when undertaking personal care.
9. The school will work with the pupils to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.
10. School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.
11. Parents/carers must ensure that they provide all relevant information to the school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

THE PROTECTION OF CHILDREN

1. The Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.
2. The School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.
3. The School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks.
4. Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.
5. Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

6. If a member of staff has any concerns about changes in a child they will immediately report concerns to the Head Teacher or Designated Safeguarding Lead.
7. 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 by Head Teacher and Governors.
8. Update training and staff Insets are held if we have any concerns or new issues to address.

Dealing with bodily fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely and correctly by staff. When dealing with bodily fluids, staff wear protective clothing (disposable gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home and tied to their book bags – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

It is paramount that all staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.