



Snape Primary School
Intimate Care Policy
On a learning adventure together

1. Rationale

It is our intention to develop independence in each child; however there will be occasions when additional help is required.

Our Intimate Care Policy has been developed to safeguard children and staff.

It is one of a range of specific policies that contribute to whole school safeguarding.

The principles and procedures apply to everyone involved in the intimate care of children. Children are generally more vulnerable than adults, and staff involved with any aspect of pastoral care need to be sensitive to their 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 during a one-off incident. Such activities include:

- feeding
- oral care
- washing
- changing clothes
- toileting
- first aid and medical assistance
- the supervision of a child involved in intimate self-care.

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

2. 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.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities.
- All children have the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are appropriate and consistent

3. School Responsibilities

All staff working with children are subject to the appropriate Disclosure and Barring Checks. This includes student teachers on work placement and volunteers.

Only those members of staff who are familiar with the intimate care policy and other pastoral care policies of the school are involved in the intimate care of children.

Where anticipated, intimate care arrangements are agreed between the school and parents and, if appropriate, by the child. In such cases, consent forms are signed by the parent and stored in the child's file forming part of medical protocol.

Only in an emergency do staff undertake any aspect of intimate care that has not been agreed by parents and school e.g if a child had an accident+soiling occurred through illness. In this case parent/carers would be contacted immediately.

Our Intimate care arrangements are reviewed yearly in conjunction with all other safeguarding policies.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to Sarah Gallagher, the Designated Leader for Safeguarding and Child Protection (DSL) or Tracy Clinton, alternate DSL



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4. Guidelines of good practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

We understand that young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care ensure they are particularly sensitive to their individual needs.

Staff are also aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. **We therefore adhere to the following guidelines of good practice to safeguard children and staff:**

- *Involve the child in the intimate care.*
- *Try to encourage a child's independence as far as possible in his or her intimate care.*
- *Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible.*
- *Check your practice by asking the child or parent about any preferences while carrying out the intimate care.*
- *Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.*
- *Care is never carried out by a member of staff working alone with a child. Two staff members are always present.*
- *We ensure any incidents where a child has received intimate care are reported to parents.*
- *If the intimate care is a regular, planned event there should be regular communication between home and school. This may be in the form of a home-school books, or a more formal record kept in the case of pupils with specific medical needs under the advice of a medical practitioner.*
- *Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, ASK.*
- *Promote positive self-esteem and body image. Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.*
- *If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling report it immediately to your DSL or Alternate DSL.*
- *If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to your DSL/alternate DSL.*

Report and record any unusual emotional or behavioural response by the child using the Suffolk safeguarding concern form.

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5. Working With Children Of The Opposite Sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but currently assistance will more often be given by a female member of staff.

The intimate care of boys and girls is carried out by a member of staff of the opposite sex with the following provisions:

- Two members of staff are present.
- When intimate care is being carried out, all children have the right to dignity and privacy, ie they should be appropriately covered, the door closed or screens/curtains put in place.
- If the child appears distressed or uncomfortable when personal tasks are being carried out, care is stopped immediately and we will try to ascertain why the child is distressed and provide reassurance.
- Concerns are reported to our DSL/Alternate DSL accompanied by a written record.
- Parents must be informed about any concerns.

6. Communication With Children

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 - 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*
- *wait for response*
- *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.*

This policy should be reviewed every year in conjunction with our safeguarding policies. If any medical protocols require intimate care we will also review in conjunction with the school nurse or key medical practitioner for that child's needs.

Adopted: 2019

For review:

Signed: