



Intimate Care Policy & Guidance

(reviewed March 2019)

Signed: (FGB Chair)

Date:

Intimate Care Policy & Guidance

Levendale Primary 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, working within the appropriate developmental level and degree of understanding. No child should be attended to in a manner that causes pain or distress.

Intimate care can be defined as care tasks of an intimate and/or personal nature where dignity would need to be preserved and a high level of privacy, choice and control would need to be offered to them. The most common time staff are required to carry out such a care task is when a child soils him/herself. The Foundation Stage has a purpose built area for changing and showering children to meet and support the development needs of young children.

The school has adopted the Stockton-On-Tees 'Policy and Practice Guidance to foster safer working practices for Intimate Care and Dignity for the child or young person requiring adult support'. (A copy of this can be found on the school website)

It is important that for children with particular needs any specific issues around toileting should be discussed at a private meeting with the parent/carer prior to admission into school. The meeting will also provide an opportunity to involve other agencies as appropriate, such as the Health Visitor, School Nurse or Child Care Staff. Parents and school staff will also need to agree a personal intimate care plan and training programme. Should a child with complex intimate care needs be admitted, the child's medical practitioners will need to be closely involved and a specialised individual intimate care plan may be required.

Only teaching assistants or teaching staff should be involved in intimate care. Work experience students, parents and volunteers should **never** be involved in intimate care issues.

Children arriving at school who have not yet developed their intimate/personal care skills may need to be discussed with the Health Visiting Team and/or the local Children's Centre/ Where children are entering primary school with intimate/personal care needs that have not been addressed, we would contact the Specialist Community Nursing Service for advice and guidance.

Guidelines for staff:

- Adhere to this policy and guidance at all times.
- Make other staff aware of the intimate/personal task being undertaken.
- Explain to the pupil what is happening before beginning intimate care.
- Consult with colleagues if a deviation from standard protocol is necessary.
- Record all instances of intimate care using the log provided (Appendix 1).
- Avoid any visually intrusive behaviour.

Staff must not:

- Change or toilet in the presence or sight of pupils
- Shower with pupils
- Assist with intimate/personal care tasks which the pupil is able to undertake independently.

School Agreement to support staff involvement in Intimate Care

We aim to work closely with you and your child to ensure that they feel confident, secure and respected in our school.

Our Parents/ carers will help support us by:

- changing your child/young person at the latest possible time before coming to school
- provide spare nappies/ pull ups, wet wipes and sufficient changes of clothes
- wash and return any clothing provided by the school as soon as possible.
- a mutual agreement to the procedures to be followed during changing at school
- assist us by informing our staff if your child/young person has any marks/rashes
- encourage your child/young person's self-help in intimate care procedures wherever possible.
- discuss any concerns regarding your child/young person's intimate care progress with our staff

Our staff will support you by:

- changing your child/young person should s/he require it.
- inform you if your child/young person has any marks/rash and take further action as appropriate
- encourage your child/young person in their participation in their intimate care procedures wherever this is possible
- respect cultural practices through discussion with you, the parents/carer.

Parent/Carer's Signature.....

Staff Signature.....

Date

PLEASE NOTE: SIGN BELOW IF YOU DO NOT WANT US TO GIVE INTIMATE CARE AS AND WHEN IT MAY BE NECESSARY. WHERE PERMISSION IS NOT GIVEN AND INTIMATE CARE IS NECESSARY, WE WILL CONTACT YOU TO COME IN TO SCHOOL AND GIVE CARE AS APPROPRIATE.

I do not give permission for Levensdale staff to give intimate care to my child. I understand that where such care is needed during the school day, I will be contacted by the school and will be required to come in and given appropriate care as necessary.

Parent/Carer's Signature.....

Staff Signature.....

Date

