

West Earlham Infant and Nursery School

Intimate Care Policy

1. Definition:

- a. Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils or young children may be unable to meet their own care needs for a variety of reasons and will require regular support. Within our Nursery the changing of nappies is not considered as intimate care as this is an age expected need.

2. Introduction:

- a. West Earlham Infant and Nursery School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.
- b. The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.
- c. We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

3. Our approach to best practice:

- a. The management of all children with intimate care needs will be carefully planned.
- b. Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.
- c. Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- d. There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- e. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental age.
- f. Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- g. Individual care plans will be drawn up for any pupil requiring regular intimate care.
- h. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- i. Intimate care arrangements will be discussed with families on a regular basis and recorded on the care plan
- j. The needs and wishes of children and families will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- k. Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then families will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter.
- l. Intimate care is not a long term solution where good home routines and parenting will help the child develop increasing independence.

4. Safeguarding:

- a. The Governors and staff of West Earlham Infant School recognise that disabled children including those with communication needs are particularly vulnerable to all forms of abuse. Safeguarding and Multi-Agency Child Protection procedures will be adhered to at all times.
- b. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Senior Designated Lead.
- c. If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

- d. Families will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.
- e. If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.
- f. Staff should report any issues which arises from their duty to carry out intimate care ie., unusual comment from a child, parents may imply inappropriate handling

Policies to refer to:

- Supporting Children with a Medical Need including the Administration of Medicine
- Special Educational Needs and Disability

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in **November 2018**. The date of the next formal review will be **November 2021** and every three years thereafter, unless statutory legislation changes.

Policy approved by the Head Teacher of West Earlham Infant and Nursery School.