

# Galleywood Infant School

## Intimate Care Policy



October 2017

Galleywood Infant School is committed to ensuring that all staff responsible for intimate care of children 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 in its care.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act 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.

We recognise that there is a need for children to be treated with respect when intimate care is given.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

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.

### **Definition:**

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 may be unable to meet their own care needs for a variety of reasons and will require regular support.

### **Child focused principles of intimate care**

The three fundamental guiding principles are paramount and should be evident whenever intimate care involving children or young people is considered

#### **1<sup>st</sup> Principle**

Every intimate care procedure must be completed within an atmosphere of total respect and dignity both for the individual receiving care and for the person involved in giving the care

#### **2<sup>nd</sup> Principle**

Every child has the right to be valued as an individual and has the right to express their views on their own intimate care and to have such views taken into account to the best of their abilities

#### **3<sup>rd</sup> Principle**

Every child has the right to have levels of intimate care that are as consistent as possible. The number of adults engaged in the care should only reflect the minimum needed to perform the task safely and respectfully. Each situation should reflect both the safety and vulnerability of children and staff.

### **Our approach to best practice for ultimate care needs over and above accidents.**

The management of all children with intimate care needs will be carefully planned.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Individual care plans are drawn up for any pupil requiring regular intimate care and arrangements are discussed with parents/carers on a regular basis and recorded on the care plan. The needs and wishes of children and parents are carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation. Each child's right to privacy is respected.

Careful consideration is 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.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

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 parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter

All medical information is treated confidentially. The head will agree with the pupil or parent, where appropriate, who shall have access to records and other information about a pupil. If information is withheld from staff they should not be held responsible if they act incorrectly in giving assistance with intimate care but otherwise in good faith.

### **Safeguarding**

The Governors and staff of Galleywood Infant School recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

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 Designated Person for Child Protection.

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.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

**Review date: November 2018**

**Learning & Ethos Committee Agreement**

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Date

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**Full Governing Body Agreement**

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Date

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