



Approved by Governors (date).....

Head Teacher.....

On behalf of Governors

INTIMATE CARE POLICY

Introduction

Castle View Primary School is committed to safeguarding and promoting the welfare of children and young people. We are 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. We recognise there is a need to treat all children with respect; no child should be attended to in a way that causes stress or pain and instead, this time is used to create opportunities for children's Personal, Social and Emotional Development.

Contents of policy

- 1) What is Intimate Care?
- 2) Who will undertake Intimate Care?
- 3) Where will the Intimate Care take place?
- 4) What safeguarding guidance will be followed?
- 5) What is the procedure for changing a child?

1) What is intimate care?

Working with young children will often require adults to be involved in duties which require intimate care of children. Staff have been placed in a position of great trust and will be expected to carry out this sort of procedure whilst children are in our care. Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate, personal areas and is associated with bodily functions and personal hygiene, including toileting, washing and dressing. Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be a high level of awareness of child protection issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

2) Who will undertake Intimate Care?

- Intimate care is only to be carried out by named staff and not visitors, volunteers or parents/carers other than the child's own.
- In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However, this is not always possible so another member of staff may need to carry out the procedure.
- As we do not allow people other than staff members to change children, the child will know who is changing them and will have seen them before.
- The experience is made as comfortable for the child as possible by ensuring that they are spoken to at all times, provided with as many opportunities to be independent and praised for this. This can be used as an opportunity to chat/count/sing songs with the child about their learning experiences that day.

3) Where will the Intimate Care take place?

- Intimate care will usually take place in the toilets which are private enough to respect the child's dignity but also allow the adult to be seen at all times to prevent them from allegations or bringing their behaviour into question.
- No adult will be left alone behind a fully closed door when carrying out intimate care procedures, so that both the child and staff members are protected.
- In Early Years, all intimate care procedures carried out are recorded and signed by the person carrying out the procedure, detailing the procedure carried out and any notes E.G. If child was upset or a rash



was present. In KS1 and KS2 the staff member will notify the parents in line with the child's personal care plan/individual healthcare plan.



- Where possible, another adult should stay close by while the procedure is carried out but does not need to stand as a 'witness' to the procedure.
- The preferences of the child will be taken into account when supporting or providing intimate care. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.
- If a child refuses staff assistance a parent or carer will be called.
- Any child who is deemed able to will be encouraged to carry out care procedures themselves.
- If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home if the child is distressed or unwell.

4) What safeguarding procedures will be followed?

Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding policy. This means it will be recorded using the school's CPOMS system and reported to the designated child protection person.

5) What is the procedure for changing a child?

1. Ensure all changing equipment and resources are to hand.
2. Staff to reassure the child and make changing an enjoyable time from beginning to end by chatting/singing and building attachments. During a COVID 19 Pandemic singing will not be permitted.
3. Staff to take children to the designated changing area and ensure that the child is happy and comfortable with being changed. Staff to talk to them throughout and tell them what they are about to do before each step.
4. Firstly, staff to put on a disposable plastic apron to protect their clothing from contamination.
5. Disposable gloves are recommended to be worn. Please note, the use of disposable gloves is not a substitute for good hand hygiene and hands must still be washed at the end of the routine. During a COVID 19 Pandemic, facemasks must be worn due to risks associated.
6. Disposable gloves, aprons, and face masks if appropriate, should be changed each time a child is changed. Removal of these items should follow the guidance as per training given to all staff who are responsible for changing.
7. Adult to encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled clothing unless further soiling has occurred and the child needs to be changed fully.
8. The child (with adult support if required) will clean skin with disposable wipes and disposed of in a nappy bag into the hygiene bin.
9. Child to be encouraged to dress, with support from an adult if required, in clean clothes if soiled. Dirty clothes to be put into a plastic bag and given to parents/carers when the child is picked up at the end of the session. Staff members will not attempt to wash or rinse the clothes. Encourage child to wash their hands.
10. Staff to wash and dry their hands following the procedure, after glove removal and before leaving the changing area or handling another child.
14. The staff member will inform parent/carers at the end of the day, unless the child is distressed then a phone call will be made to parents/carers at the time. They may be asked to take the child home.

For children who require regular changing, an intimate/personal care plan will be put in place. This intimate/personal care plan will be written, agreed and signed by both the parent/carers and a member of the Senior Leadership Team and logged on CPOMS.

Policy reviewed: September 2023