

# Hanley St Luke's Church of England Academy

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## Intimate Care Policy

Date adopted	
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Subject lead	
Headteacher	Mrs Zoe Cooper
Governor/Committee (where applicable)	

### Our Vision:

**Jesus said: 'I have come that they may have life and have it to the full.'**

**Promoting *life-long learning***  
**Developing *life-giving relationships***  
**Exploring *life-enhancing faith***  
**Inspiring *life-enriching aspiration***

This policy outlines the organisation and management of intimate care at Hanley St Luke's C of E Primary Academy.

### At Hanley St Luke's our Mission is to:

- Promote Christian belief and practice and to encourage the moral and spiritual development of all people in our school.
- Develop in each person a sense of self-worth and the necessary qualities to become a full and valuable member of British society
- Encourage the full academic potential of each child.
- In our school we promote honesty, courtesy, kindness, perseverance and respect. We celebrate all our many differences and diversity, believing each individual is special and valued by God.

# Intimate Care Policy

## **Introduction:**

Intimate care is an essential part of making sure a child's basic needs are met. At Hanley St. Luke's, we ensure it is carried out in a safe, respectful and child-centred way. Hanley St. Luke's C of E Academy is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. No child should be treated in any way that causes distress, embarrassment, discomfort or pain. At Hanley St. Luke's, all staff are committed to maintaining all children's dignity and creating an environment in which all children feel safe and comfortable.

## **What is intimate care?**

Intimate care is a term used to describe activities involved in meeting the personal care needs of a child. It includes providing care which requires direct or indirect contact with, or exposure of, private parts of the body, such as (But not limited to):

- changing nappies, underwear, continence pads or sanitary wear
- helping a child use the toilet
- bathing, showering or washing
- providing some forms of specialist medical care (where trained to do so)

**It can also involve other forms of physical care, sometimes referred to as 'personal care', including:**

- feeding
- changing outer layers of clothing
- applying or administering external or oral medication
- hair care
- washing non-intimate body parts
- prompting children to go to the toilet.

## **Who needs intimate care?**

Children of any age might need intimate care either occasionally or on a regular basis. The type and level of care a child needs depends on a number of factors, including: age; stage of development; and whether the child has any disabilities, special educational or additional needs, or medical conditions.

## **Why is safeguarding an important part of intimate care?**

Providing intimate care involves working with children when they are particularly vulnerable and any child who requires intimate care, their welfare and dignity are of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection, Moving, and Handling) and are fully aware of best practice.

Intimate care also provides opportunities for focused, positive, one-to-one interaction with a child. Whilst providing intimate care a child might tell you about something which has happened to them, or you may identify potential safeguarding concerns. If a child tells you something concerning, you notice changes in a child's behaviour, or you spot unexplained bruises or marks you should report your concerns to the DSL or a DDSL. (Member of the Safeguarding Team)

### **Best Practice**

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child should be treated with a high level of privacy, choice and control.

In our nursery we have a separate toilet and changing area for changing children's nappies or soiled clothes. In Reception, the small toilets are the closest to the reception classes and staff should ensure that other children are not using the toilets at that time wherever possible. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on a child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **Toilet training & Nappies**

On choosing a place at Hanley St. Luke's, parents complete a set of permission questions, where they are asked if their child is toilet trained or if they wear nappies, and permission to wash and change is sought from parents.

### **Equipment Provision**

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags and wipes each day and a set of spare uniform in a clearly labelled named bag. Parents are made aware of this responsibility at the introductory meeting in Summer, ready for a September start, and all new starters.

At Hanley St. Luke's staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then taken immediately (or as soon a practically possible) to the school's main external waste bin . Staff should be aware of the school's Health and Safety policy.

**PARENTAL AGREEMENT FORM**

I agree to support the Intimate Care Policy and practice of Hanley St. Luke's C of E Academy, and have discussed appropriate intimate care arrangements for :

Child's name:

Signature of Parent / Carer: -----

Print Name: -----

Date

Signature of School Representative -----

Print Name -----

Position -----

Date