

Hollygirt School Intimate Care Policy

The School refers to all the staff and students of the Junior Senior School which includes Early Years Foundation stage (EYFS).

Policy

Hollygirt 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. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Disabled children can be especially vulnerable. This policy aims to inform and guide staff.

Definition

Intimate care is any activity required to meet the personal care of each individual child. Parents have the responsibility to advise staff of the intimate needs of their child. And staff have a responsibility to work in partnership with children and parents. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child who has soiled themselves) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff's duty of care.

At Hollygirt, it will usually be the First Aiders who give intimate care in the form of medical assistance. However, for the youngest children, there may be occasions where assistance needs to be given for help with toileting needs. In these instances, where possible, a second member of staff will offer a subtle presence to protect the first member of staff who is carrying out the intimate care against any allegations.

Typical cases (non-exhaustive) of where the intimate care policy applies:

- Supporting a child who has soiled / wet themselves

- Dealing with a medical emergency, which involves the removal of some article of clothing, contact with the skin.

- Application of creams (where it is not appropriate or possible) for a child to apply themselves.

Our Approach to Best Practice:

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care will be treated promptly and be cared for with respect at all times; the child's welfare and dignity is of paramount importance.

To ensure effective communication about the processes, all staff will be aware of the child's method and level of communication. Staff will use simple language if necessary. If appropriate, this communication can be recorded using a pro-forma (Appendix A). This can be adapted and amended to suit the circumstances around 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 the intimate care is a toileting need in EYFS, it is Hollygirt's practice to have a second member of staff in the vicinity, where possible, whilst bearing in mind the dignity of the child.

Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from a physiotherapist / occupational therapist. Staff will be supported to adapt their practice in relation to the needs of individual children.

Intimate care plans will be drawn up for particular children as appropriate to suit their circumstances. Intimate care arrangements will be discussed with parents / carers on a regular basis and recorded on the child's care plan.

The needs and wishes of parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Further Guidelines for Good Practice:

- Involve the child in their intimate care. Where the child is fully dependent talk with them about what is going to be done and give them choice where possible. With our youngest children, encourage independence around toileting.
- Make sure practice in intimate care is consistent. If possible, make sure it is delivered by the same person, but train other people too.
- Be aware of own limitations. Only carry out care activities you understand and feel competent and confident to carry out.
- Promote positive self-esteem and body image. Keeping in mind the child's age, routine care can be relaxed, enjoyable and fun.
- If you have any concerns, report them. If you observe any unusual markings, discoloration or swelling, report this immediately to the DSL or one of the Deputy DSLs. If during intimate care, the child is accidentally hurt or appears to be sexually aroused, report the incident immediately to the DSL or DDSLs. Report and record any unusual or behavioural response by the child.
- Where possible, children should be given a choice of carer.

References / Legislation that inform this policy

The Children Act 1989

The Childcare Act 2006

The Disability Discrimination Act 1995

Special Educational Needs and Disability Code of Practice 0-25 Years UN Convention on the Rights of the Child

Health and Safety at Work etc. Act 1974

Statutory Framework for the Early Years Foundation Stage

SEND Code of Practice

The policy also links with the following school policies:

Safeguarding Policy

First Aid Policy including EYFS

Administration of Medicines Policy

Disability Policy

Health and Safety Policy

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Appendix A:

Communication Pro-forma for Intimate Care

Name:

Date:

I communicate using words /signs / other.....

When I need to go to the toilet I will.....

I understand what I need to do.....

This is a suggested pro-forma and should be amended to suit the circumstances. It can be used to raise a young child's awareness of the actions needed on their part (encourage independence) if completed with an adult.