



Kingsway Infant School

Intimate Care Policy

The Intimate Care Policy has been created alongside our Inclusion and Special Needs and Disability Policy demonstrating that Kingsway Infant School is committed to ensuring the equality of education and opportunity for all our pupils.

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out for themselves. However, some children are unable to do because of their young age, physical difficulties or other special needs. This may include care associated with continence, ordinary tasks such as help with washing, toileting or dressing and the supervision of children involved with intimate self-care.

Individual Health Care Support Plan (IHCP)

Children who require regular assistance with intimate care will have written care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. These plans may include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns should be noted and taken into account. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. Wherever possible, the needs and wishes of children and parents/carers will be taken into account within the constraints of staffing and equal opportunities legislation.

Introduction:

- Kingsway Infant School is committed to ensuring that all staff responsible for intimate care of children will undertake their duties professionally and with respect for the children.
- Staff will always use careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic etc.) to discuss their needs and preferences.
- Children's dignity will be preserved and privacy, choice and control will be provided to the child.
- Staff will deliver personal safety curriculum as part of Personal, Social and Health Education that is appropriate to their development level. This work will be shared with parents/ carers who are encouraged to reinforce the personal safety messages at home.

Best Practice:

- Staff providing intimate care will be made aware of the child's specific need and trained and made aware of best practices for the care required; including the use of specialist equipment or special arrangements determined by physiotherapist/ occupational therapist and noted within the child's IHCP.
- Staff will adapt their practice to consider the specific needs of each individual child receiving intimate care.
- Children will be supported to achieve the highest level of autonomy, to do as much as they can for themselves, considering their age and abilities.
- Staff will communicate with the child using their preferred communication method, (for example verbal, symbols) to discuss the child's needs and preferences, and to ensure that the child is aware of each procedure that is carried.
- To prevent over-familiar relationships developing a child that requires regular care will be treated by more than one adult.
- Parents/ carers will be involved in the child's intimate care arrangements on a regular basis; details of the will be recorded on the child's IHCP.
- If an IHCP is not in place then the parent/carer will be informed the same day that a child has needed help meeting their intimate needs (e.g. has had an 'accident' and soiled him/herself). This is recorded in the Accident Report Book (including all names of staff present); the 'Accident/Incident/Illness Report Slip' top copy will be **handed** to the parent/carer by the Class Teacher/Teaching Assistant at the end of the school day.

Child Protection:

- Staff are regularly trained in Child Protection Procedures,
- Children will be taught personal safety skills determined by their development level.
- All staff members are trained to log all concerns they may have regarding a child's safety on CPOMS and raise concerns to the Designated Senior Person, and how to raise concerns directly to the children services or police.
- Allegations against a member of staff will be taken seriously and all necessary procedures will be followed (see Child Protection Policy)
- Where possible and still being respectful more than one member of staff will be present when providing intimate care.

Health and Safety:

In accordance with our Health and Safety Policy:

- Staff are to wear disposable gloves and aprons while dealing with an incident requiring intimate care,
- Soiled nappies to be double wrapped, or placed in hygienic disposable unit,
- Changing areas to be cleaned after use,
- Hand washing facilities, hot water and soap, will be available to use immediately after the event