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Excellence Through Endeavour
"Let your Light Shine" – Matthew 5:16

POLICY DOCUMENT

INTIMATE CARE POLICY

The provision of personal care is routine in early years but the need for personal care also occurs from time to time for children of school age. In our school, we work to ensure that every child has equal access to all experiences and will not exclude or treat a child less favourably because they have personal care needs.
Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with, or exposure of, the genitals. Examples include, care associated with continence and menstrual management.

AIMS

The purpose of this policy is;

- to detail how we will provide intimate care for our very youngest children;
- to promote self-care and independence for all children;
- to ensure the balance between a child's physical requirements and their right to privacy is considered;
- to acknowledge the vulnerable position that staff are put in when attending to personal care needs;
- to ensure that children's dignity will be preserved and a high level of privacy, choice and control will be provided to them; and
- to ensure all pupils in our school are safeguarded.

RESPONSIBILITIES

The Governing Body is responsible for ensuring the implementation of this policy.

The Head Teacher:

- is responsible for implementing this policy;
- is responsible for ensuring that staff are aware of the content of this policy;
- is responsible for ensuring that all staff have safeguarding/child protection training and understand the potential welfare issues associated with intimate care.
- is responsible for reviewing this policy annually alongside the Senior Leadership Team.

PROCEDURES

Any child may experience the need for personal care at any time during their time in our school. Some of our EYFS children still require frequent intimate care. Any child

requiring occasional or regular intimate care will be treated with respect. Their welfare and dignity is of paramount importance. No child will be attended to in a way that could cause them distress or pain.

Children who are still in nappies will:

- be attended to by staff who are known to the child and who care for them regularly
- be changed in a discrete, designated area using wipes, ointment and nappies provided by parents, in accordance with any specific guidance from parents
- have another member of staff within the vicinity when their nappy is being changed

Staff (in particular those in EYFS) will work closely with parents to provide support and guidance to help children move towards being toilet trained as soon as practicably and medically possible. In some cases, they may refer parents to external support systems including Health Visitors, School Nurses or the Occupational Therapy Service.
In general, if a child who is toilet trained wets or soils them self, they will:

- be consulted about who they wish to help them;
- be encouraged to carry out the personal care themselves;
- be offered verbal support as to what they should do;
- be supported by staff members only (NOT volunteers);
- be provided with a change of clothes;
- be provided with appropriate items to carry out the personal care and transport their soiled clothes home;
- be given sympathy and support to minimise upset; and
- be given as much privacy as possible.

The age and maturity of an individual child will have an impact on the amount of adult support required.

- Younger child will need more direct instruction and may, in some cases, require help actually carrying out the care tasks.
- If there is any need for physical contact between adult and child during the personal care process, another adult should be in close proximity. This should be done sensitively to maintain the privacy and dignity of the individual child.

Some children (those not still in nappies due to age) may have frequent cause for intimate care, usually due to a medical condition. These children should have an individual personal care plan drawn up for them. This will:

- be created in consultation with parents/carers;
- be created in consultation with the child
- detail the reasons for more regular intimate care; and
- detail the process that should be followed when a need for intimate care arises.

This policy supports and complements the school's Safeguarding policy to ensure the school takes all necessary steps to protect the welfare of all children in our care. A copy of this policy is included in our Safeguarding Portfolio which is held in the staff room, a hard copy is available on request from the school office and it can be

viewed at any time through the school website. The head should make sure that all parents and all staff are aware of the policy and procedures for dealing with medical needs. The head should also make sure that the appropriate systems for information sharing are followed. The policy should make it clear that parents should keep children at home when they are acutely unwell. The policy should also cover the approach to taking medicines at school or in a setting. Head teachers and governors of schools may want to ensure that the policy and procedures are compatible and consistent with any registered day care operated either by them or an external provider on school premises. For a child with medical needs, the head will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the head should seek advice from the school nurse or doctor, the child's GP or other medical advisers and, if appropriate, the employer. In early years settings advice is more likely to be provided by a health visitor.

Policy approved by:	**The Full Governing Body**
Policy adopted:	**November 2023**
Policy review date:	**November 2026**