



## Intimate Care

Policy applicable to	All staff involved in intimate care			
Statutory/Non Statutory	<b>NON STATUTORY</b>			
Approval required by (please tick):	LGB <input checked="" type="checkbox"/>	Principal <input type="checkbox"/>	SLT <input type="checkbox"/>	Other (specify) <input type="checkbox"/>
Date reviewed	23/1/2025			
Review frequency	Every three years			
Date of next review	Jan 2028			
Related Documents/ Policies:	Accessibility Plan, child protection and safeguarding policy, health and safety policy, supporting pupils with medical conditions policy			
Member of staff responsible for policy	Principal / SENCo			
Published on Academy/Trust website	Academy website and trust HR site			
<b>Equality Impact Statement:</b> This Policy has been reviewed against equal opportunities legislation with regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity and has no identified adverse impact (direct or indirect) on minority groups				

## **Overview**

This policy applies to everyone at Broadfield Primary School who is involved in the intimate care of pupils.

It will be of particular relevance to staff working in the Early Years Foundation Stages, where we admit children from the age of two years old. Staff working with other vulnerable groups of children, such as those with special educational needs, disabilities and / or medical needs may also need to provide intimate care.

This document outlines best practice procedures which staff are required to follow when carrying out intimate care. This procedure complies with relevant safeguarding legislation, the Early Years Foundation Stage statutory framework and the Equality Act 2010.

Where possible we will involve pupils in decisions regarding their intimate care and will use the child's preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences.

## **Definition**

Intimate care means carrying out tasks, involving close personal contact, which children are unable to do themselves due to age, physical disabilities, special educational needs, medical needs or needs arising from the child's stage of development. Examples of intimate care include; changing nappies, supporting children who are soiled or wet and supporting children who need help when cleaning themselves after using the toilet.

## **Staff Training**

Broadfield Primary School will ensure that all staff providing intimate care will receive regular training such as safeguarding and Health and Safety training in lifting and moving.

New staff, including apprentices will be supervised and carry out at least three nappy changes as part of their training.

All staff will be made aware of this policy, relevant risk assessments and care plans.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes, such as the onset of puberty and menstruation.

## **Procedures for Intimate Care**

At Broadfield we will encourage and support children to be as independent as possible to help improve their confidence and self-esteem. Staff will positively encourage children to do as much intimate care for themselves, giving consideration to their age and level of development. Staff will communicate with the child, in an age appropriate manner, to explain / discuss any needs and maintain respect and dignity to the child.

Staff will be provided with relevant PPE such as gloves and aprons in order to carry out intimate care safely.

Wherever possible, staff providing intimate care will be of the same sex as the child, however where staff of the same sex are not available intimate care will still be carried out so as to avoid distress or discomfort for the child.

Two members of staff must be present when providing intimate care. The room leader / teacher should always be informed when intimate care begins and ends.

Where a child has received intimate care and they are not subject to a care plan, parents or carers will be informed. This may be in person, at the end of the session or by phone call if appropriate. Information will be shared with parents or carers in a sensitive manner and will be kept confidential at all times.

All intimate care procedures will be recorded and signed by the staff that have completed the procedure.

At Broadfield we will ensure that children's religious beliefs and cultural values will be respected when undertaking intimate care procedures. Parents and carers will be required to highlight any religious or cultural beliefs when formulating an Intimate Care Plan with members of staff.

### **Intimate Care Plans**

Some pupils may require an individual Intimate Care Plan, for example pupils aged 4 and older and still require nappy changing due to delayed development and / or complex or long term medical conditions.

Intimate Care Plans will involve a thorough risk assessment, will set out the intimate care required and detail how best to provide this, in consultation with the parents (and pupils if appropriate).

Staff working with the child will be issued with a copy of the care plan.

Broadfield will ensure that the necessary equipment and apparatus will be provided for children with an Intimate Care Plan for example changing tables, gloves, nappy bins for safe disposal of soiled nappies.

Maintaining the child's dignity will be at the forefront of every care plan and an integral part of staff training.

### **Child Protection and Intimate Care**

- Child Protection Procedures will be followed by members of staff at the School at all times. Please refer to the Child Protection and Safeguarding Policy.
- Broadfield Primary School will ensure that personal safety skills are taught and discussed with children if they are of an age and have a level of understanding to comprehend what is being explained.
- Members of staff undertaking intimate care and suspect a Child Protection issue must inform the Designated Safeguarding Lead immediately.
- If a child appears distressed or unhappy about any aspect of intimate care the staff member must stop immediately and seek advice from the Unit Leader. The child's parents or carer will be contacted as soon as possible to discuss how best to proceed and the school may seek advice and support from partner agencies or professionals.
- Any allegations made against staff will be dealt with in line with the Child Protection and Safeguarding Policy.

### **Medical Needs and Intimate Care**

At Broadfield Primary School we will do everything possible to ensure that children with medical needs receive the highest quality intimate care.

- Children with medical conditions may require staff to perform invasive or non-invasive medical procedures such as assisting a child with a colostomy bag. These procedures must only be carried out following training from a medical professional and a medical care plan has been developed in collaboration with parents and medical staff. Parents/Carers will be required to provide written authorisation for intimate care by signing the care plan.
- Medical procedures must never be carried out by individual staff members who must always ensure that there are two members of staff present.

### **Record Keeping**

At Broadfield a written record sheet will be completed every time a child has received assistance with an aspect of their intimate care.

The Intimate Care Record Sheets will be kept in the classroom and handed over to the office at the end of an academic year. They will be made available to parents or carers upon request to the Principal.

This policy links to and should be read in conjunction with, the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding policy
- Health and Safety policy
- SEND policy
- Supporting pupils with medical conditions policy

The school will share this policy with new parents/carers on admission to school. The procedure will be shared with other parents/carers as needed to ensure a consistent approach. Parents are expected to share relevant information regarding any intimate care matters relating to their child/ren.

Any questions or concerns regarding this policy should be made to the SENCO/Principal