

Hereford Cathedral Junior School

INTIMATE CARE POLICY AND GUIDANCE

This policy applies to all pupils at Hereford Cathedral Junior School including those in our EYFS settings.

Rationale

It is our intention to develop independence in each child, however there will be occasions when help is required. Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our pastoral care. The principles and procedures apply to everyone involved in the intimate care of children.

There shall be a high awareness of child protection issues throughout the use of intimate care and 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.

Children are generally more vulnerable than adults; and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

Intimate care can be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- feeding
- oral care
- washing
- changing clothes
- toileting

- first aid and medical assistance, in conjunction with the relevant Health Care Plan
- supervision of a child involved in intimate self-care
- applying sun cream

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. This should be discussed with the parents on entry of their child to the school.

Principles of Good Practice in Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- every child has the right to be safe
- every child has the right to personal privacy
- every child has the right to be valued as an individual
- every child has the right to be treated with dignity and respect
- all children have the right to be involved and consulted in their own intimate care to the best of their abilities
- all children have the right to express their views on their own intimate care and to have such views taken into account; and
- every child has the right to have levels of intimate care that are appropriate and consistent
- the School will work in partnership with parents and carers in managing children's intimate care needs

Wider Scope of Policy

This policy should be read in conjunction with

- HCS Safeguarding Policy 2024
- DfE Keeping Children Safe in Education 2024
- The United Nations Conventions on the Right of a Child (UNCRC1991) Article 16
- Equality Act 2010

School Responsibilities

All staff working with children will be subject to the usual safer recruitment procedures. This includes students on work placement and volunteers. Vetting includes DBS checks at an enhanced level and two written references.

Where anticipated; intimate care arrangements are agreed between the school and parents and if appropriate, by the child. Intimate care agreements are signed by the parent and stored in the child's file. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately.

Intimate care arrangements are to be reviewed regularly and this policy updated annually. The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice, he or she must report this to a Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

Guidelines for Good Practice

The school will identify a suitable changing area for pupils, to enable the privacy of pupils to be maintained and to provide sufficient staff to safeguard the pupil. It is recommended that where possible, intimate care is delivered by one person; this ensures the dignity of the child/young person involved; however there may be occasions where a risk assessment shows this to be an unsuitable arrangement and double staffing may be required.

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard children and staff.

Involve the child in the intimate care

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child the responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances.

Where a situation renders a child fully dependent; talk about what is going to be done and provide choices where possible. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.

Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

Where appropriate intimate care should always be delivered by one person; unless a risk assessment indicates otherwise.

Make sure practice in intimate care is consistent

As a child may have multiple carers, a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent. Issues regarding complex areas would need to be explicit within the pupils Healthcare Plan, which must be referred to.

Students and volunteer helpers (including parent helpers) must be supervised and should not be put in a situation where they are alone with pupils. They should not

- assist with toileting pupils
- assist with meeting a child's needs which require medical training

Be aware of your own limitations

Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

The School has a trained nurse (RGN) on site and/or qualified first aiders on duty to deal with any injuries or accidents. If treatment necessitates, the nurse or first aider may be called upon to act as a chaperone or assist in the intimate care. The parents will be contacted and informed of any treatment that has been given. (see First Aid policy).

Promote positive self-esteem and body image

Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

Staff need to be aware that physical contact with children must be kept to a minimum and should be child initiated. Sometimes it is necessary for physical contact to take place, even when a child does not initiate, and in such cases, staff must take into account the age, gender and situation of the child. Where such support has been provided, this should be recorded and parents informed.

If you have any concerns, you must report them

If you observe any unusual markings, discolouration or swelling, report it immediately to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the DSL or DDSL. Report and record any unusual emotional or behavioural response by the child via CPOMS.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Further advice will be taken from outside agencies if necessary.

If a child or parent/carer makes an allegation against a member of staff, all necessary child protection procedures must be followed and the DSL must be informed immediately (please note the Safeguarding Child Protection Policy)

Working With Children of the Opposite Sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman.

The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- when intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance
- report any concerns to the DSL/DDSL for child protection and make a written record; and
- parents must be informed about any concerns

Communication with Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- make eye contact at the child's level
- use simple language and repeat if necessary
- wait for response
- continue to explain to the child what is happening even if there is no response; and
- treat the child as an individual with dignity and respect

Health and Safety

Staff should always wear an apron and gloves when dealing with any child who is bleeding or soiled, or when changing soiled undergarments. Any soiled waste should be placed in a polyurethane waste disposal bag, which can be sealed. This bag should then be placed in a bin. The bin should be emptied on a daily basis and it can be collected as part of the usual waste collection as this waste is not classified as clinical waste.

The areas affected should be cleaned and disinfected in accordance with hygiene procedures. The school housekeeper or cleaning team may be contacted to assist.

Recording the use of Intimate Care

Application of sun protection cream

EYFS parents are asked to sign a form giving permission for staff to assist in the application of sun cream to their children. Older children may bring to school their own sun cream and apply it themselves. If an older child is unable to apply their own sun cream, parents are asked to sign a form giving permission for staff to assist. (See appendix 4)

Intimate Care Agreements

Where it is agreed that intimate care might be required for a child on a regular basis from Reception upwards, an agreement between parents and the school will be completed. This agreement will detail what care is to be provided and by whom. (See appendices 1 and 3)

For each use of intimate care staff will record using the personal care intervention log (see appendix 2)

Intimate care agreements must be reviewed on a regular basis according to the developing needs of the child; this should take place at least on a termly basis and updated. This agreement is shared with the Deputy Head.

Reviewed: September 2024

Reviewed by: Catrin Goode, Head of EYFS and Helen Hoffmann, Headteacher,
HCJS

Date of Next Policy Review: September 2025

Agreement and Consent to the use of Intimate Care for a child/Young Person

The purpose of this agreement is to ensure that both parents/carers and professionals are in agreement with what care is to be given and that staff have received any appropriate training that may be relevant.

Teaching of certain care procedures may be carried out by the parent/carer or by the professional experienced in that procedure.

When the parent/carer and/or professionals are agreed that the procedure has been learned or where routine intimate care is to be provided, the details will be recorded fully below and all parties must sign this record and be provided a copy; an additional copy is to be retained on the child's file in school and where appropriate a copy is to be provided for the child's medical record. This copy will be shared with the Deputy Head.

Child/Young Persons Name:

Reasons why intimate care is to be provided:

Who will provide this care (if parents how are they to be contacted and what contingency is in place should they be uncontactable or unable to attend, for staff members please details names and designation of those staff who will be providing care):

Details of care to be provided:

Consent provided by:

Parent/carer name:

Parent/carer name:

Agreement signed by:

Parent/carer name:

Parent/carer name:

Staff Carer names & designation:

Staff carer signatures:

Date agreement to be reviewed:

Review date:

Outcome of review to be recorded:

Record of Intimate Care Provided

Child/Young Person’s Name	Class	D.O.B.	Date of IC agreement

Date	Time	Care provided	Staff involved	Signature	Comments

EYFS Permission form for the Provision of Care

(To be completed prior to starting Nursery or Reception)

If a child wets or soils themselves while they are in Nursery or Reception, it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and are able to carry out this task and if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Hereford Cathedral Junior School has an Intimate Care Policy which is available on the school website or MSP.

Please fill out the permission slip below stating your preference.

Name of Child..... Class.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned by Early Years staff if he/she wets/soils him/herself while in the care of Hereford Cathedral Junior School.

*I do not give consent for my child to be changed and cleaned if he/she wets/soils him/herself. I agree to the school contacting me or my emergency contact and that I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted, the staff will act appropriately and may need to clean and change my child.

Signature of Parent/Carer..... Date.....

EYFS SUN CREAM PERMISSION

Dear Parent,

When the warmer weather arrives, please could you ensure your child brings a named sun hat to Nursery / Reception every day.

Please could you apply sun cream to your child at home before arrival, but if you wish us to reapply sun cream during the day, please complete the form below and send in clearly labelled sun cream and we will keep these safely in school.

We cannot apply sun cream if you do not return the permission slip and supply sun cream.

Mrs C. Goode
Head of EYFS

SUN CREAM PERMISSION

I wish Early Years staff to reapply sun cream for my child

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Signed.....

Date.....