

	Name of School	Terrington St Clement Community School
	Policy review Date	March 2021
	Date of next Review	March 2024
	Who reviewed this policy?	Sarah Goudie

Intimate Care Policy

Aim

Terrington St Clement Community School aims to provide intimate care to children, including those with additional needs and, in doing so, will acknowledge the responsibilities and protect the rights of everyone involved. We believe that children have the right to be treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one. We acknowledge that it is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. We also believe that every child should be encouraged to have a positive image of their own body. We aim to provide guidance and reassurance to staff and to protect the rights and wellbeing of children.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out a procedure that most children and young people carry out for themselves, but which some are unable to do without support.

Our approach to best practice:

- We will liaise closely with parents/carers of children, including children with additional needs, to obtain as much information as possible in order to make the process of intimate care as comfortable as possible.
- We will communicate with parents/carers on a regular basis.
- We will endeavour to take all of their individual concerns into account including both child and parent/guardian wherever possible, within the constraints of staffing and equal opportunities legislation.
- We will communicate with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- We are conscious that this is a sensitive issue and will ensure all of our staff are aware of our confidentiality policy.
- We will ensure that all staff are familiar with the precautions needed to avoid infection and that they are aware of our hygiene policy and procedure.
- We will ensure that staff who are involved in intimate care are trained appropriately (including Child Protection, and Moving and Handling where appropriate), whether that be in-house or off site training and we will endeavour to provide supervision and induction of all staff
- We will endeavour to ensure privacy appropriate to the child's age and situation when carrying out intimate care (e.g., by screening off the changing area).

- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- 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.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up with parents/carers for any pupil requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person or via telephone.

Child Protection

The Governors and staff of Terrington St Clement Community School recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times (please see Child Protection Policy) and if a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded and parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies if and when necessary.

If a child makes an allegation about a member of staff this will be investigated in accordance with the agreed Norfolk Children's Services procedures.