

Hunstanton Primary School



Intimate Care Policy

Approved by:	Governing body
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Rationale

All children at Hunstanton Primary School have the right to safety, privacy and dignity and are entitled to this at all times. Occasionally a child requires some help and support with intimate and personal care, which can include toileting, medical care, feeding, drinking, undressing and washing. Very occasionally a child may require assistance with their personal and intimate care needs. At all times the adults involved in assisting a child should maintain the highest standards of safety, privacy, respect, and dignity of the child. All children dependent on their abilities, understanding, and maturity will be encouraged to act as independently as possible. The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards. Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and policies and be mindful of the needs of the children with whom they work. Children who require help and support with intimate and personal care must have an Intimate/Personal Care Plan (see Appendix 1) which is agreed with parents/carers and regularly reviewed. Children's views should be actively sought wherever possible. This should be shared with all adults named in the Individual's Intimate Care Plan and kept securely. A copy of the Intimate Care Plan should be shared with the parent/carer.

1. Definitions

Intimate care involves supporting children with toileting and/or cleaning, where intimate physical contact may occur. To preserve the child's privacy and dignity one adult will normally be in attendance. That member of staff will inform another member of staff where they are.

Where a child has an Individual Intimate Care Plan then staff named in the child's individual care plan will provide intimate care to that particular child.

2. Procedures

Adults at HPS will:

- Ensure one adult is present for any intimate care and that they inform another member of staff where they are. Where there are concerns around Child Protection, previous allegations or moving and handling issues then two adults should provide care. Knowledge of the child should be used to assess the risk. It is essential that all staff are familiar with the Safeguarding Policy and Procedures, and if there are any concerns, they should be recorded on CPOMs and discussed with the school's Designated Safeguarding Lead (Jo Sullivan) or Deputy DSLs (Sarah Jones, Helen Winnington, Hollie Anderson).
- Adults involved with any form of basic or intimate care must sign the care record. The care record will be completed for any child with an Individual Intimate Care Plan, as well as for any children that may have had a toileting accident.
- Adhere to this policy and to Individual Personal Care Plans.
- Make other staff aware of intimate and personal care tasks being undertaken.
- Explain to the child what is happening at all times. Discuss with the Head teacher/SENDCo and parents/carers any variations from the agreed policy or plan and record this and ensure that changes to the agreed individual plans are discussed, agreed and recorded.
- Record any Intimate Care given on recording sheet (Appendix 2) and give to the School Office at the end of each School Academic Year for secure storage.
- Avoid any unnecessary physical contact when children are in a state of undress.
- Avoid any visually invasive behaviour.
- Announce their intention of entering toilet areas.
- Encourage appropriate behaviour by children with other children and adults at all times.
- Behave appropriately with children at all times.
- Ensure that toilet doors are closed when children are using these facilities.
- Use and encourage appropriate language between themselves and children at all times.

Appendix 1

Intimate and Personal Care Plan

Child's Name:	D.O.B:
Date of plan:	Review Date:
Adults working with child:	
Main Areas of Need: 1. 2. 3.	
Detailed plan	
Signed: _____ Print name:	SENDCo Date:
Signed: _____ Print name:	Class Teacher Date:
Signed: _____	Parent Date:

Appendix 2
Intimate Care Record

(for children with an Individual Intimate Care Plan and any children without a plan, but who have toileting accidents)

Date	Time	Child's name	Procedure	Signature(s)	Comments

