



Chilton Academy and Nursery

Intimate Care Policy

Chilton Academy is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Chilton Academy takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

We as a school recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain. Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Children may be unable to meet their own care needs for a variety of reasons and will require regular support.

The vast majority will be toilet trained and able to manage their own personal care needs completely before they start school. However, some children may not be at that stage due to a number of reasons, including developmental delay, medical needs, behavioural issues, physical or learning disabilities. On the other hand, some children may be continent, but still have personal/intimate care needs due to difficulties accessing toileting facilities or dealing with their personal care independently afterwards. These children have an educational entitlement irrespective of their difficulties with toileting and personal care.

This intimate care policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

The following are fundamental principles upon which the policy and guidelines are based linked with our rights respecting ethos.

- 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.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.

- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Best Practice

Permission is sought as children enter Nursery (EYFS) and slips are kept on record. Reception staff are informed of those children where no permission is given.

Where a child has continuing incontinence problems parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes.

Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' or wet or soiled him/herself). It is recommended and communicated in person or by telephone.

Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, type of care carried out, times and signature of staff who carried out the care. It should be clear who was present in every case.

For children who need daily intimate care these records will be kept in the child's folder and available to parents/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.

If a child soils him/herself during school time a member of staff will support the child:

- To remove their soiled clothes.
- Clean skin (this usually includes bottom, genitalia, legs and feet).
- Dress in the child's own clothes or those provided by the school.
- Double wrap soiled clothes in plastic bags and give to parents to take home.

Staff will put gloves on before changing starts. All staff are familiar with the hygiene procedures and carry these out when changing nappies or pants. Due to Covid 19 staff will also wear PPE along with an optional visor. This is in line with the DFE guidance '*Coronavirus (COVID-19): implementing protective measures in education and childcare settings*' (updated 1 June 2020).

If children require cream of any sort to be applied to an area defined within this intimate care policy – parents/carers or family members will need to come into school and apply this themselves.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Within Nursery, parents must ensure staff are aware of the needs of their child - if they are in nappies or 'pull-ups' or if their child has occasional 'accidents'. Procedures will then be put in place to accommodate this. Nursery staff will ensure that procedures are appropriate and that this time is also used to promote independence. They will be encouraged to take an interest in using the toilet and to wash their hands using soap.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many staff might need to be present when s/he needs help with intimate care. SEN advice suggests that reducing the number of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and considered.

An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care. It is not necessary to arrange a chaperone.

The religious views, beliefs and cultural values of children and their families should be considered, particularly as they might affect certain practices or determine the gender of the carer.

Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know. Health & Safety guidelines should be adhered to regarding waste products.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Child Protection

Chilton Academy staff recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse. The school's child protection procedures will be adhered to.

From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills matched to their level of development and understanding.

The SLT and teaching staff are responsible for taking this policy forward.

Date of Policy: 4th April 2020

Review Date: 4th April 2022

Signed: Vicky Cornwell