

Darwen St James'
C of E Primary Academy



INTIMATE CARE POLICY

Updated: November 2023

Mission Statement: Nurture ambition through a living faith.

Vision Statement: Our academy delivers a purposeful curriculum through its living Christian faith. We nurture ambition in all of our learners in order for them to become positive citizens of tomorrow.

Bible Verse: Let us not love with words or speech alone, but with actions and truth.
John 3:18

Teaching and Learning: Our team of highly skilled and creative professionals deliver an innovative and exciting curriculum, which engages our children, enabling them to be motivated, independent, enthusiastic learners, who have high expectations of themselves, and are empowered to achieve their dreams and aspirations.

St James Church of England Primary Academy is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. The academy takes seriously their responsibility to safeguard and promote the welfare of the children and young people in its care. The LGC 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. We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Definition

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. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Child Protection, Hygiene and Health and Moving and Handling where appropriate) and fully aware of best practice. All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS).
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- 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.
- Staff will be provided with equipment required to carry out the intimate care procedure safely, including protective gloves, aprons, cleaning supplies, bins.
- 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 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
- For pupils needing routine intimate care, the school expects parents to provide the necessary resources, such as nappies, underwear, spare clothing etc. Any soiled clothing will be contained securely and discreetly returned to parents at the end of the day.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') parental permission will be sought before performing any intimate care procedure. If the academy is unable to make contact, the intimate care procedure will be carried out to ensure the child is comfortable, then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter

Child Protection

The Trust, LGC and staff at Darwen St James CE Primary Academy 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. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) they will immediately report concerns to a DSL using the school's safeguarding procedures. 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. 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 a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- SEND



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Appendix 1. Intimate Care Plan.

Name of child	
Type of intimate care required	
How often care will be given	
What staff training will be given	
Where care will take place	
What resources and equipment will be used and who will provide them.	
How procedures will differ if taken place on a trip/outing	
Name of the senior member of staff responsible for ensuring care is carried out according to the intimate care plan.	
Name of parent/carer	
Relationship to child	
Signature	
Date	



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Appendix 2 Parent/Carer Consent Form.

Name of child	
Date of birth	
Name of parent/carers	
Address	

I give permission for Darwen St James CE Primary Academy to provide appropriate intimate care to my child	
I will advise the academy of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the academy will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	

Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	