Kingsfield Primary School

A member of the Active Learning Trust

Statement / Policy Summary	
This policy details the school's procedures in relation to intimate care routines.	
Date ratified:	Spring 2022
Date of review:	Spring 2025

Equalities Impact Statement	
Has this policy fully considered the school's equality objectives and statement?	Yes
Is there any impact upon the school's equality objectives?	Yes
If 'yes', are these clearly described and their impact assessed?	Positive impact upon inclusion

1. Statement of Intent

Intimate care involves areas of personal care which most people normally do for themselves but some are unable to do because of impairment, disability or their age.

2. Aim

We aim 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.

3. Methods

We will liaise closely with parents / carers of children to obtain as much information as possible in order to make the process of intimate care as comfortable as possible. We will endeavour to take all of their individual concerns into account. We are conscious that this is a sensitive issue and will ensure all of our staff are aware of the need for confidentiality. We believe that information on intimate care should only be communicated by direct correspondence with those to whom it concerns.

We will ensure that all staff are familiar with the normal precautions for avoiding infection and that they follow the intimate care plan for each individual child.

We will encourage our staff to take part in any appropriate training 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.

We will allow the child to care for themselves as far as they are able to and encourage our staff to promote appropriate use of toilets and associated skills. We will be aware of and responsive to the child's reactions and provide reassurance whenever this is required.

It is not normally practical from the point of view of staffing resources for there to be two members of staff involved in intimate care of one child and also this will not assist the privacy of the child. We will advise our staff to inform another member of staff when they are going to undertake intimate care of a child. We will ensure that all of our staff are aware of our Child Protection Policies.

All children who require nappy changing or additional assistance in toileting will have an intimate care plan (Appendix A) written which details their individual needs and requirements. This will be shared and signed by parents. This will be shared and signed by all staff who may be responsible for carrying out the intimate care routines. The plan is a working document and will be amended at any time to reflect the changing needs and requirements of the child.

Where possible children will be encourages to carry out the care themselves without assistance (e.g., change out of their clothes and into clean clothes).

4. Monitoring of policy

The policy will be reviewed every three years.

Appendix A

Executive Headteacher: Mrs K. Coates

Head of School: Mrs. L. Read

Burnsfield Street

Chatteris

Cambridgeshire

PE16 6ET

Tel: 01354 692323

Email: office@kingsfield.cambs.sch.uk

Intimate Care Plan Template

Personal and Family Details	
Child's full name:	
Date of birth:	
Year group and class:	
Contact details for parent / carer #1	
Name of parent / carer:	
Relationship to child:	
Telephone number 1:	
Telephone number 2:	
Contact details for parent / carer #2	
Name of parent / carer:	
Relationship to child:	
Telephone number 1:	
Telephone number 2:	
Medical condition and care needs	
Medical diagnosis / condition :	
Nature of personal care required:	

Procedure (please include what will be carried out, how and by whom)

1. 2. 3. 4. 5.			
Signed by parent / carer:		Date:	
Signed by class teacher:		Date:	
Signed by phase leader:		Date:	
Signed by SENDCo:		Date:	

A copy of this intimate care plan will be given to parents / carers and a copy will also be held within the child's file.