



## ***St. Francis' College Intimate Care Policy***

### **Introduction**

The 'College' refers to all the staff and pupils of the Prep department and Senior School which includes Early Years Foundation stage (EYFS), Pre-prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

### **Policy**

St Francis College is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Disabled children can be especially vulnerable. This policy aims to inform and guide staff.

### **Definition**

Intimate care is any activity required to meet the personal care of each individual child. Parents have the responsibility to advise staff of the intimate needs of their child and staff have a responsibility to work in partnership with children and parents. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child who has soiled herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed as competent will undertake the procedure.

At St. Francis' College, it will usually be the First Aiders or Nurse who give intimate care in the form of medical assistance. However, for the youngest children, there may be occasions where assistance needs to be given for help with toileting needs. In these instances, a second member of staff will be available to assist the first member of staff.

### **Typical cases (non-exhaustive) of where the intimate care policy applies:**

- Supporting a child who has soiled / wet themselves
- Dealing with a medical emergency, which involves the removal of some article of clothing, contact with the skin.
- Application of creams (where it is not appropriate or possible) for a child to apply them.

### **Our Approach to Best Practice:**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care will be treated promptly and be cared for with respect at all times; the child's welfare and dignity is of paramount importance.

To ensure effective communication about the processes, all staff will be aware of the child's method and level of communication. Staff will use simple language if necessary. If appropriate, this communication can be recorded using a pro-forma (Appendix A). This can be adapted and amended to suit the circumstances around the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where the intimate care is a toileting need in EYFS, it is St. Francis' College practice to have a second member of staff in the vicinity, whilst bearing in mind the dignity of the child.

Staff who provide intimate care are trained to do so and are fully aware of best practice.

Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from a physiotherapist / occupational therapist. Staff will be supported to adapt their practice in relation to the needs of individual children.

Intimate care plans will be drawn up for individual children as appropriate to suit their circumstances. Intimate care arrangements will be discussed with parents / carers on a regular basis and recorded on the child's care plan.

Only trained staff will care intimately for a pupil.

The needs and wishes of parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **Further Guidelines for Good Practice:**

- Involve the child in their intimate care. Where the child is fully dependent talk with them about what is going to be done and give them choice where possible. With our youngest children, encourage independence around toileting.
- Make sure practice in intimate care is consistent. If possible, make sure it is delivered by the same person, but train other people too.
- Be aware of own limitations. Only carry out care activities you understand and feel competent and confident to carry out.
- Promote positive self-esteem and body image. Keeping in mind the child's age, routine care can be relaxed, enjoyable and fun.
- If you have any concerns, report them. If you observe any unusual markings, discoloration or swelling, report this immediately to the DSL or one of the Deputy DSLs. If during intimate care, the child is accidentally hurt or appears to be sexually aroused, report the incident immediately to the DSL or DDSs. Report and record any unusual or behavioral response by the child.
- Where possible, children should be given a choice of carer.

**References / Legislation that inform this policy**

The Children Act 1989

The Childcare Act 2006

The Disability Discrimination Act 1995

Special Educational Needs and Disability Code of Practice 0-25 Years

UN Convention on the Rights of the Child

Health and Safety at Work etc. Act 1974

Statutory Framework for the Early Years Foundation Stage

SEND Code of Practice

**The policy also links with the following school policies:**

Safeguarding Policy including EYFS

First Aid Policy

Administration of Medicines Policy

Disability Policy

Health and Safety Policy

Reviewed by	J Sample
Effective From	September 2021
Next Review Date	November 2022

Appendix A:

**Communication Pro-forma for Intimate Care**

Name:

Date:

I communicate using words /signs / other.....

When I need to go to the toilet I will.....

I understand what I need to do.....

This is a suggested pro-forma and should be amended to suit the circumstances. It can be used to raise a young child's awareness of the actions needed on their part (encourage independence) if completed with an adult.