



**Kehelland
Village
School**

Kehelland School Intimate Care Policy

2023-25

	Signed	Date
Headteacher – Mrs E Watkins		
Chair of governors – Dr R Greenaway		

Introduction

Staff who work with young children or vulnerable children/young people who have special needs, will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Kehelland School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Kehelland School 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. Kehelland School recognises 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 or pain.

Our Approach

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

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. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child and in consultation with parents/carers. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.

Kehelland School recognises that every child has the right to be accepted for who they are without regard to race, culture and beliefs and will ensure that the values of the parent/carer and child/young person are taken into account when developing an individual intimate care plan

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 needs help with intimate care. Where possible one child will be cared for by two adults, parents should be aware in our small setting this is not often possible.

It is possible that the same child may not always be cared for by the same adult on a regular basis.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the **child's risk assessment/APDR/CPOMS** plan documents. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

As necessary, if a child approaches puberty or where a medical condition sees the early onset of puberty, the school will review the need for an individual intimate care plan with the parent/carer to take into account the views and needs of the child/young person.

Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

Health and Safety

When changing nappies and/or dealing with wet/soiled items, staff must wear a fresh gloves each time and dispose of them in the Medical Waste Bin. The nappies will also be placed in a Medical Waste Bin which will be emptied daily.

Due to the young age of the children, on occasion they may wet or soil themselves during the school day. If a member of staff becomes aware that a child has wet or soiled themselves, the teacher will be informed immediately. The school office will check that the annual consent has been given to change/use intimate care when needed for accidents. The child will then be changed in accordance with the policy. If consent has not been given, the parent will be telephoned to collect or come and change their child. If the child is unwell or suspected to be unwell we will follow current infectious illness guidance. In the case of D and V, the child will be asked to remain at home for at least 48 hours before returning to the setting.

Safeguarding and Child Protection

This policy should be read in conjunction with our Safeguarding Policy. All staff are able to access this policy in the staffroom, online, on our website and on the staff shared drive. They sign a copy to say they have read it on induction. Staff received regular safeguarding training and understand the policy to follow if they have any concerns.

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

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection. A clear record of the concern will be completed and referred to social care and/or the Police if necessary. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm. A copy of the school's Child Protection Procedures is available in the School Office.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed:

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to:

Cornwall

- Multi-Agency Referral Unit (MARU): 0300 123 1116
- Out of Hours Service: 01208 251300

Isles of Scilly

- Children's Social Care: 01720 424483
- Out of Hours Service: 01720 422699

If you have concerns about a professional or volunteer working with a child you need to contact the Local Authority Designated Officer (LADO) for Cornwall and the Isles of Scilly on 01872 326536.