



## INTIMATE CARE POLICY

### 1. SCHOOL ETHOS

At Camphill Primary School we are committed to developing an ethos where a safe, secure, happy and stimulating learning environment is provided. We seek to promote Christian values as guiding principles for life and living. It is our desire to develop an ethos where each member of the school community is sensitive to and caring towards the needs of others. We aim to foster the development of tolerance, responsibility and respect and to provide equal opportunities for all. All our staff are competent and committed to meeting the needs of all the pupils.

### 2. RATIONALE

It is our intention to develop independence in each child, however we recognise that there will be times when help is required. Our Intimate Care Policy has been developed to safeguard both children and staff. It forms part of the School's Child Protection Policy. The underlying principles and procedures apply to everyone involved in the intimate care of children.

Children are vulnerable, and any staff involved with any aspect of Pastoral Care need to be sensitive to their individual needs.

Intimate care may be regarded as any activity that is required to meet the personal care needs of an individual child on a regular basis or during a one-off incident. Such activities include:

- Toileting
- Feeding
- Oral care
- Washing
- Changing clothes
- First Aid and Medical Assistance
- Menstrual care
- Supervision of a child involved in Intimate Self-Care

Parents/Carers have a responsibility to advise the school of any known intimate care needs relating to their child, and staff have a responsibility to work in partnership with children and parents. Medical advice will be taken into consideration.

### 3. PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles of intimate care upon which our Policy Guidelines are based. Every child has a right to:

- Be safe
- Personal privacy
- Be valued as an individual
- Be involved in and consulted on their own intimate care to the best of their abilities
- Express their views on their own intimate care and to have such views taken into account
- Have levels of intimate care that are appropriate and as consistent as possible.
- Be treated with dignity and respect

#### **4. SCHOOL RESPONSIBILITIES**

All members of staff working with children are vetted.

Anticipated intimate care arrangements which are required on a regular basis are agreed between the School Principal, the class teacher, the parents/carers, and where appropriate and possible, the child.

In such cases, consent forms are signed and stored in the child's record file.

Intimate care arrangements for any child who requires this support on a regular basis should be reviewed at least every six months.

The views of all relevant parties should be sought and considered to inform any future arrangements.

Any amendments to arrangements should be recorded for all parties involved.

If a child's requirements change, it is the responsibility of the parent/carer to inform the school.

Parents/Carers are asked to give permission for staff to attend to the intimate care of their child (with particular reference to illness or toilet accidents).

**(Appendix 1)**

If a child soils themselves, a parent/carer will be contacted and asked to come into school to assist their child in changing into clean clothes. Whilst waiting for a parent/carer to come in to school, staff may attempt to talk a child through the process of cleaning and changing themselves.

#### **Managing Issues in relation to Menstrual Wellbeing and Period Dignity**

Staff will be vigilant for any children who are distressed or experiencing discomfort due to menstruation. Children will be treated with care and sensitivity. Pupils will be given support and the boxes will always be well stocked up with towels, underwear and extra clothes. Disposal bins will be available in the pupil toilet cubicles.

Staff will work alongside parents, to ensure that absences are not caused by children unable to manage periods or lacking confidence. Parents will be informed of any issues that arise.

**Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents/carers.**

If anyone has a concern about a staff member's intimate care practice, he/she must report it to the Designated Teacher for Child Protection, Mrs A. McLaughlin, The Deputy Designated Teachers for Child Protection Miss A. Scott, Mrs S Greer or the Principal, Mrs K. McMaster.

## **5. GUIDELINES FOR GOOD PRACTICE**

All children have the right to be safe and treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Children with Special Educational Needs may need a particularly sensitive approach to their individual needs. All incidents of intimate care should be recorded using the Record of Intimate Care Form. (Appendix 2)

Members of staff also need to be made aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation.

Staff will endeavour to:

**a. Involve the child in the intimate care.**

Try to encourage a child's independence as far as possible in his/her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices.

**b. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.**

In most cases, care should not be carried out by a member of staff working alone with a child. However, in exceptional circumstances where one member of staff needs to provide care, this is supported.

**c. Make sure practice in intimate care is consistent.**

As a child can have multiple carers a consistent approach to care is essential.

**d. Be aware of your own limitations.**

Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by staff who have been formally trained and assessed.

**e. Promote positive self-esteem and body image.**

Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey messages to a child about their body worth. Your attitude to a child's intimate care is very important. Carry out all forms of care efficiently and in a relaxed manner.

**f. If you have any concerns, as a result of giving intimate care you must report them.**

If you notice any unusual markings, discolouration or swelling, report it immediately to the Designated or Deputy Designated teacher for Child Protection.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident to the DT or DDT. Report and record any unusual emotional or behavioural response by the child. A written Record of Concern, following the Child Protection Policy and Procedure, must be made and kept in the Child Protection File. (Appendix 3)

## **6. HYGIENE**

All staff must be familiar with normal precautions for avoiding infection and should use protective, disposable gloves.

## **7. WORKING WITH CHILDREN OF THE OPPOSITE SEX**

There is positive value in both female and male members of staff being involved with children. Ideally every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will most likely be given by a woman.

The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- When intimate care is being carried out, all children have the right to dignity and privacy.
- If the child appears to be distressed or uncomfortable, assistance should stop immediately. Try to ascertain why the child is distressed and provide reassurance.
- Report any concerns to the DT or DDT and make a written report
- Inform parents about incident/any concerns.

## **8. COMMUNICATION WITH CHILDREN**

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication, stage of maturity and level of stress. To ensure effective communication:

- Ascertain how the child communicates
- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for a response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect

It is important to note that in addition to the information in the Intimate Care Policy, reference should also be made to the Safeguarding/Child Protection and Pastoral Care Policies.

These Policies are available to parents and any parent requiring a copy should contact the School Principal or visit the school website at [www.camphillps.co.uk](http://www.camphillps.co.uk)

This Policy will be reviewed on an annual basis.

Feb 2024



# CAMP HILL PRIMARY SCHOOL

## ASSISTANCE WITH CLOTHING

On occasions your child may need assistance with articles of clothing e.g. zips, buttons etc. and sometimes a change of clothing may be required as a result of sickness or wetting. This will be carried out sensitively and as soon as possible after the incident occurs by two members of staff. If your child soils him/herself we will contact you so that you can come and change him/her into clean clothes.

As part of our Child Protection/Intimate Care Policies your permission is needed for us to help your child in this way.

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## ASSISTANCE WITH CLOTHING/PERSONAL NEEDS

I give my permission for the teacher/classroom assistant/supervisory assistant to assist my child with any personal needs e.g. wounds/abrasions/bumps/toileting accidents being treated and help with clothing when and if necessary.

Child's name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

DATE: \_\_\_\_\_



**Appendix 2**  
**CAMP HILL PRIMARY SCHOOL**



**INTIMATE CARE RECORD FORM**

Name of pupil \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Signed by School Staff Member(s) \_\_\_\_\_



**Appendix 3**

**CAMP HILL PRIMARY SCHOOL**  
**CONFIDENTIAL RECORD FORM**



**\*REMEMBER**

- Do not investigate or ask leading questions
- Keep your notes factual and objective
- Outline what was seen, said, heard or reported
- Include details of the place, time and names of who was present

Name of pupil \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Details of concerns/incident/disclosures

Signed by School Staff Member(s) \_\_\_\_\_