



Milton Mount Primary School Intimate Care Policy 2023-24

Issued by the Governors of Milton Mount Primary School



Effective from: Spring 2023

Signed by: Lesley King

Next review date: Spring 2024

The School Intimate Care Policy reflects the UN Convention on The Rights of the child (CRC) by supporting –

Article 3: The best interests of the child must be a top priority.

Article 24: Every child has the right to the best possible health.

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance and legislation as follows:

- The Children Act 1989;
- The Childcare Act 2004
- The Childcare Act 2006;
- The Equality Act 2010;
- UN Convention on the Rights of the Child (1989);
- Health and Safety At Work etc. Act 1974;
- Equality Act 2010;
- Local safeguarding policy.

It also complies with our funding agreement and articles of association.

Role of parents

Seeking parental permission

Where there is not an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there is doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

Sharing information

The school will share information with parents as needed to ensure a consistent approach. We will expect parents to also share relevant information regarding any intimate matters as needed.

Role of staff

Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes medical staff, office staff and members of staff who have 1:1 responsibility to look after a pupil. No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures, including those related to COVID-19
- They will also be encouraged to seek further advice as needed.

Intimate care procedures

How procedures will happen

When dealing with intimate care there will always be two members of staff present, this protects both the child and staff. It is best practice from a health and safety and safeguarding perspective to ensure that there are 2 members of staff. Both members of staff will have an enhanced DBS.

Procedures will be carried out in either the medical room, reception area or hygiene room.

Procedures will be carried out in a COVID-safe way according to the school's risk assessment and COVID-19 protocol.

When carrying out procedures, the school will provide staff with:

Gloves, Aprons, yellow waste disposal bags.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the medical assistants or SENCO.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Monitoring arrangements

This policy will be reviewed annually. At every review, the policy will be approved by the headteacher and the School Committee.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- Health and safety
- SEN
- Managing the needs of pupils with medical conditions
- Medicines and First Aid
- Complaints