

Ysgol Maes y Felin

“Achieve Excellence, Exceed Expectations”



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Intimate Care Policy

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Accessible Formats:

This document is available in English and Welsh in Microsoft Word and PDF formats in Ariel font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format, contact Mrs. Debbie Dickinson (01352) 711366.



Intimate Care Policy

Introduction:

Staff who work with young children or children / young people who have issues with personal hygiene will realise that the use 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 helping 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 Ysgol Maes y Felin in partnership with parents / carers provide continuity of care to children / young people whenever possible.

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

Ysgol Maes y Felin 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. Ysgol Maes y Felin 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 to Best Practice:

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

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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 a 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 and the reasons for it.

As a basic principle child 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. 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 matters. 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 changed by one adult as the second adult assists with disposing of nappy etc. (unless there is a sound reason for having two adults change i.e. severe diarrhoea. If this is the case, the reasons should be clearly documented and may need to be in their personal care plan).

Whenever possible, the same child will not be cared for by the same adult on a regular basis, there will be a rota of carers known to the child who will take turns in providing care. This will ensure as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

Parent / 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 care plan. The needs and wishes of children and parents / carers will be carefully considered alongside any possible constraints e.g. staffing and equal opportunities legislation.

Each child / young person will have an assigned teacher 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.

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The Protection of Children:

Education Child Protection Procedure and Inter-Agency Child Protection procedures will be accessible to staff and adhere to.

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. he / she will immediately share this with the other carer for verification and report concerns to the appropriate manager / designated person for child protection and complete the pastoral care report. A clear record of the concern will be completed and referred to the child protection officer for school who will contact social care and / or the police if necessary. Parents / carers will be asked for the 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.

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. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. 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.

Please note:

Where "children" are mentioned in this document, the term will also include young people.

Intimate Care Staff Guidance

- ❖ Two members of staff are needed to change a child unless stated otherwise in the child's personal care plan.
- ❖ Only members of Ysgol Maes y Felin staff are allowed to change pupils, but students and volunteers and supply staff may assist as the second person.
- ❖ Staff will always follow / keep up to date with the pupil's personal care plan.
- ❖ Dirty nappies need changing as soon as possible – this must be checked discreetly with the child dignity as priority.
- ❖ I understand that pupils being changed that are wet do not require wiping only a change of nappy. If the children are able, they will be encouraged to increase independent e.g. self-wiping, washing hands.
- ❖ I understand that only non-evasive wiping of areas for dirty nappies is allowed. If staff have concerns for more intimate cleaning, this can only be carried out with the permission of the parents / carers.
- ❖ I have read Ysgol Maes y Felin's Intimate Care Policy and the Toileting and Changing Policy and I agree to the above statements.

Name: **Date:**

Signed:

Agreement and Consent to the Use of Intimate**Care for a Child / Young Person**

The purpose of this agreement is to ensure that both parents / carers and professionals are in agreement with what care is to be given and that staff have received any appropriate training that may be relevant.

Teaching of certain care procedures may be carried out by the parent / carer or by the professional experienced in that procedure.

When the parent / carer and / or professionals are agreed that the procedure has been learned or where routine intimate care is to be provided, the details will be recorded fully below and all parties must sign this record and be provided a copy; an additional copy is to be retained on the child's / young person's file in school and where appropriate a copy is to be provided for the child's medical record.

Child / Young Person's Name	D.O.B.	Date of Agreement
Reasons why intimate care is to be provided:		
Who will provide this care: (for staff members please give details, names and designation of those staff who will be providing care):		
Details of care to be provided:		

Consent Provided by:

Parent / carer name:	
Parent / carer name:	

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Agreement Signed by:

Parent / carer name:	
Parent / carer name:	
Staff Names and Designation:	
Staff Signatures:	

Date Agreement to be Reviewed:

Review Date:	
Outcome of review to be recorded:	

Toileting Plan

Child / Young Person's Name	D.O.B.	Date of Agreement

	Details	Action
<u>Working Towards Indpendence:</u> e.g. taking child / young person to toilet at timed intervals, using sign or symbols, any rewards used.		
<u>Arrangements for Nappy / Pad Changing:</u> e.g. who, where, when, arrangements for privacy.		
<u>Staffing Requirements:</u> e.g. how many, who, (there should be more than one named person), when.		
<u>Level of Assistance Needed:</u> e.g. undressing, dressing, hand washing, talking / signing to child / young person.		
<u>Infection Control:</u> e.g. wearing disposable gloves, arrangements for nappy / pad disposal.		
<u>Sharing Information:</u> e.g. if child / young person has nappy rash or any marks, cultural or family customs, birthmarks etc.		

<u>Date of Plan:</u>	
<u>Parent / Carer Name:</u>	
<u>Parent / Carer Signature:</u>	
<u>Staff Name:</u>	
<u>Staff Signature:</u>	
<u>Review Date:</u>	