



## Willingham Primary School and Honey Pot Pre-School

### Intimate Care Policy

January 2024

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|                      |              |
|----------------------|--------------|
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## Intimate Care

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 nappy changing, wiping, dressing, continence and menstrual management as well as more ordinary tasks such as help with washing or showering.

Willingham Primary School and Honey Pot Pre-School are committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. Willingham Primary School and Honey Pot Pre-School 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 or pain.

## Rationale

It is our intention to develop independence in every child, however there will be occasions when help is required. Our Intimate Care policy has been developed to safeguard both children and staff. This policy is one of a range of specific policies that contribute to the safeguarding of our pupils. The principles and procedures apply to everyone involved in the intimate care of children and staff should be sensitive to the individual needs of all children.

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

- nappy changing (including wiping)
- applying nappy cream
- toileting including wiping
- feeding
- oral care
- washing
- changing clothes
- first aid and medical assistance
- supervision of a child involved in intimate self-care

Parents/ carers have responsibility to advise the school and pre-school of any known intimate care needs relating to their child.

## Principles of Intimate Care

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

- be safe
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be involved and consulted in 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 consistent.

### **School and Pre-School Responsibilities**

All members of staff working with children are DBS checked to ensure they are safe to do so. Only those members of staff who are familiar with the intimate care policy and all school safeguarding policies will be involved with the intimate care of children.

Anticipated intimate care arrangements which are required on a regular basis are agreed between the school/pre-school and parents and, when appropriate and possible, by the child. In such cases consent forms are signed and stored in the child's file (Appendix 1 – not applicable for Honey Pot Pre-School).

Intimate care arrangements for any pupil who requires this support on a regular basis will be reviewed at least every six months. The views of all relevant parties should be sought and considered to inform future arrangements. Any amendments to the arrangements should be recorded and made available for all parties involved.

***Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents/carers. This act of intimate care would be carried out by two members of staff and would be reported to parents at the earliest possible time after the event.***

If a member of staff has concerns about a colleague's intimate care practise he or she must report this to one of the school's Designated Safeguarding Officers – Mr David Morel (Head teacher), Mrs Angela Walker (Deputy Head Teacher), Mrs Gemma Hassan (Inclusion Lead), Kate Van Dort (Honey Pot Manager), Beth Houghton (Honey Pot Deputy Manager) Mrs Nicky Wolton-Carr (Emotional Support Assistant), Mrs Michelle Lenk (After School Club Manager and Teaching Assistant) in line with the school and pre-schools whistle blowing policy.

### **Guidelines for Best Practice**

These guidelines are designed to safeguard pupils and staff. They apply to every member of staff involved with the intimate care of children. All children have the right to be safe and be treated with dignity and respect at all times. Young children and children with Special Educational Needs and/ or disabilities can be especially vulnerable. Staff involved with the intimate care needs of these children should be particularly sensitive to their individual needs. Willingham Primary School and Honey Pot pre-school ensure:

- Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.
- Staff should ensure that the child or young person's privacy and modesty is respected and protected at all times.
- Staff should speak to the child personally by name so that they are aware of being the focus of the activity and seek their consent, where possible, to the intimate care about to take place.
- Staff must always communicate in an age-appropriate way taking into account the child's development level and preferred communication method.



- Staff should enable the child to be prepared for, or anticipate, events while demonstrating respect for their body, e.g. by giving a strong sensory or verbal cue such as using a sponge or pad to signal intention to wash or change.
- Staff should have knowledge and understanding of any religious and cultural sensitivities related to aspects of intimate care and take these fully into account.
- Staff will be supported to adapt their practice in relation to the needs of individual children considering developmental changes such as the onset of puberty and menstruation.
- Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling when appropriate) and are fully aware of best practice.
- Equipment will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- Staff will try to encourage a child's independence as far as possible in his or her intimate care.
- Where a situation renders a child fully dependent, the staff members involved will talk about what is going to be done and where possible give choices.
- Staff will liaise with the child and or parents/carers about any preferences while carrying out intimate care.
- Staff should agree with the child and their family appropriate terminology for private parts of the body and functions. Best practice in personal safety work would be to use the correct anatomical names for intimate body parts.
- Intimate care is never carried out by a member of staff on their own.
- Intimate care procedures are consistent between staff members.
- Staff will promote confidence and messages of self-worth.
- Wherever possible, the same child will not be cared for by the same adult on a regular basis; there will be named staff members 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 staff.
- Where intimate care has been given, this will be recorded on the Intimate Care Record and communicated to parents/carers at the end of the day (Appendix 2 – not applicable for Honeypot Pre-School). Any changes in a child's response to intimate care and any changes in their behaviour will be logged on MyConcern and addressed by a DSL.
- When parents are onsite at Honeypot Pre-School, they are not permitted to take their own child to the bathroom if there are other pupils using the facilities to safeguard all pupils.
- When parents are onsite at Willingham Primary School, they are not permitted to use the pupil's toilet facilities, they have use of the staff toilets.

*If a staff member observes any unusual markings, discolouration or swellings this should be reported to the Designated Person for Child Protection immediately and recorded on My Concern.*

## 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. Depending on their maturity and levels of stress children may communicate using different methods – words, signs, symbols, body movements etc. To ensure effective communication:

- Make eye contact at the child's level (if appropriate).



- Use simple language and repeat if necessary.
- Wait for 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.

## Safeguarding - The Protection of Children

Willingham Primary School and Honeypot Pre-School are committed to the protection of children and will ensure:

- One-to-one situations have the potential to make children/ young people more vulnerable to harm by those who seek to exploit their position of trust. Adults working in One-to-one situations with children/ young people may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one-to-one situations happen, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children and young people and the adults who work with them.
- Part of creating a protective ethos within Willingham Primary School and Honeypot Pre-School is to involve raising awareness among staff and children, as appropriate, about the process of targeting and grooming.
  - Targeting is the process offenders use to identify a victim – children most likely to be targeted are those in groups identified as ‘vulnerable’.
  - Grooming is the process by which an offender manipulates the environment to increase the likelihood of offending without being caught.
- Willingham Primary School and Honeypot Pre-School will ensure that intimate care practices, including risk assessments, are reviewed at least annually and staff are supported with their implementation and understanding of these.
- Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered 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 report concerns to the appropriate manager/designated person for child protection. A clear record of the concern will be completed and the schools’ safeguarding procedures will be initiated. Parents/carers 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 - see Safeguarding Procedures.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated 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 - see Safeguarding Procedures.
- All children requiring regular intimate care will have their own intimate care plan (Appendix 3 – Not applicable for Honeypot Pre-School).





## Appendix 1

### Permission form for Intimate Care Provision

Should your child have an accident (soil or wet themselves) in school and require changing we are willing, with your permission to clean and change your child as required. We will follow the procedures outlined in our "Intimate Care Policy". This role will always be undertaken by two members of staff and you will be informed that an incident has taken place.

In such an event please indicate below how you would like us to proceed.

- In the event of my child having an accident in school and needing to be cleaned and changed, I give permission for a member of staff to clean and change him / her.

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

Signed \_\_\_\_\_ (Parent/Guardian)

Date \_\_\_\_\_

**OR**

- In the event of my child having an accident in school and needing to be cleaned, I would like to be contacted so that I can proceed to school.

I accept that if you are unable to contact myself or someone on the emergency contact list you will proceed to clean and change him / her as based on the procedures outlined in the "Intimate Care Policy"

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

Signed \_\_\_\_\_ (Parent/Guardian)

Date \_\_\_\_\_





**Appendix 2**

**Intimate Care Logging Sheet**

**Name:**

**Class/ Year group:**

| <b>Date</b> | <b>Time and place of accident</b> | <b>Type of accident (soiled/ wet)</b> | <b>Staff members present</b> | <b>What was done</b> | <b>Signature/s</b> |
|-------------|-----------------------------------|---------------------------------------|------------------------------|----------------------|--------------------|
|             |                                   |                                       |                              |                      |                    |
|             |                                   |                                       |                              |                      |                    |
|             |                                   |                                       |                              |                      |                    |
|             |                                   |                                       |                              |                      |                    |
|             |                                   |                                       |                              |                      |                    |
|             |                                   |                                       |                              |                      |                    |
|             |                                   |                                       |                              |                      |                    |
|             |                                   |                                       |                              |                      |                    |



**Appendix 3**

**Intimate Care Plan**

|   |  |                         |                                  |  |  |
|---|--|-------------------------|----------------------------------|--|--|
| <b>Child/ Young Person:</b>   |  | <b>School/ Setting:</b> | <b>Willingham Primary School</b> |  |  |
| <b>DOB:</b>   |  | <b>Male/ Female:</b>    | <b>Date:</b>                     |  |  |
| <b>Description of intimate care needs</b>   |  |                         |                                  |  |  |
|   |  |                         |                                  |  |  |
| <b>Task: Identify one part of this process, which could be developed so that greater independence/ involvement can be achieved.</b> |  |                         |                                  |  |  |
|   |  |                         |                                  |  |  |
| <b>Action plan – Describe the steps needed to achieve this task</b>   |  |                         |                                  |  |  |
|   |  |                         |                                  |  |  |
| <b>The following people will be assisting in the above activities:</b>  |  |                         |                                  |  |  |
| Named person/s:   |  |                         |                                  |  |  |

**Additional people who may be involved to cover when the named people are absent:**

**I am in agreement with the above procedures being undertaken: (please sign as appropriate)**

**Consent:**

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Person for whom the plan is for: |                                     |
| Parent/ Carer name:              | Parent/ Carer signature:            |
| SENCo/ Inclusion officer name:   | SENCo/ Inclusion officer signature: |
| Class teacher name:              | Class teacher signature:            |



## Staff Contact Details

For any further information please contact:

Gemma Hassan *Inclusion Lead* [ghassan@willingham.cambs.sch.uk](mailto:ghassan@willingham.cambs.sch.uk) 01954 283030

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