



INTIMATE CARE POLICY

November 2019

REVIEW DATE:	November 2022	
SIGNED OFF BY:	C Elliott	D Johnson
ROLE:	Headteacher	Chair of Governor
LEAD PROFESSIONAL:	C Elliot	K Shepherd
STATUS:	Statutory	

Sandal Magna Intimate Care Policy

Introduction

Sandal Magna Community Academy is committed to safeguarding and promoting the welfare of the children in its care. Meeting a pupil's intimate care need is one aspect of safeguarding.

Our Intimate Care Policy should be read in conjunction with the following:

- Policy on Safeguarding and Child Protection
- Health and Safety policy and procedures
- Policy for the Administrations of Medicines
- Staff Code of Conduct

Definition

Intimate care can be defined as care tasks associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of intimate personal areas. This includes care associated with continence and menstrual management, as well as more ordinary tasks such as washing and dressing. It also includes the supervision of children involved in intimate self-care and the checking of intimate injuries in school.

Principles

- All staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is recognised that these adults are in a position of great trust. Visitors, volunteers and work experience students will not be involved in intimate care routines.
- All children will be treated with respect and no child should be attended to in a way that causes distress or pain.
- Children's dignity will be preserved and a high level of privacy, choice and control will be provided. Staff should have a high awareness of child protection issues. Staff behaviour is open to scrutiny and they should work in partnership with parents / carers to provide continuity of care wherever possible.
- Children are encouraged to gain awareness of personal safety through the Personal, Social, Health and Economic education curriculum as appropriate to their development and level of understanding.

Our Approach to Best Practice

Intimate care should only be carried out in the presence of two members of staff.

When our children have swimming lessons at a local pool, supervision by a same sex adult in each changing room means that children will get changed under the supervision of a male member of staff for the boys, and a female member of staff for the girls. This supervision

should be appropriate to the needs of the children and sensitive to the potential for embarrassment. If a child is known to require personal assistance to change in or out of their swimming kit, a personalised care plan will be drawn up in consultation with the child's parents.

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

Staff who provide intimate care should be aware of the appropriate level of support needed for each individual child and encourage them to be independent in their care as appropriate with their age and understanding.

Each child's right to privacy should be respected and only the required amount of adults and support should be offered as appropriate for the situation.

All staff should be aware of the school's confidentiality policy and sensitive information should only be shared with those who need to know.

Child Protection

The Governors and staff at Sandal Magna recognise that children with special needs are often vulnerable.

Staff should adhere to the school's Health and Safety, Child Protection and Safeguarding policies and guidelines at all times.

Where appropriate, all children are taught personal development skills appropriate to their age and level of understanding.

If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises they will immediately report their concerns to the designated lead for Child Protection and/ or Safeguarding.

If a child makes an allegation against an adult working in school, all necessary procedures will be followed in line with the procedures issued by the Wakefield and District Safeguarding Children Board.

Any adult who has concerns about a colleague at the school or any improper practice will report this to the Headteacher or the designated Governor for Child Protection, if the concern is regarding the Headteacher.