



Intimate Care Policy

Date of last central office review:	Summer Term 2020	Review Period:	2 years
Date of next central office review:		Owner:	Mrs Claire Ferens Mrs Patel Davis
Date of next school level review:	Autumn Term 2026		
Type of policy:		Local Governing Body	Approves school policy adheres to United Learning Policy

Intimate Care Policy

Rationale

At Orchard Meadow Primary School all members of staff are responsible for the intimate care of children and will undertake their duties in a sensitive and professional manner.

Orchard Meadow Primary School has adopted this policy to ensure that the best practice and procedures are carried out in the nursery and reception settings. This policy complies with the legal requirements of the Early Years Foundation Stage Statutory Framework.

Orchard Meadow Primary School defines intimate care as being any activity which involves an invasive procedure which children are unable to do themselves due to age, physical disabilities, special educational needs, medical needs or needs arising from the child's stage of development. Examples of intimate care include changing nappies and washing children who have soiled.

Orchard Meadow Primary School Procedures for Intimate Care

1. Orchard Meadow Primary School will devise an Intimate Care Plan for children requiring assistance in conjunction with the child's parent and carer. If appropriate the child will be consulted and will be given the opportunity to input into the plan. Staff working with the child will be issued with a copy of the Care Plan.
2. Intimate Care Plans will involve a thorough risk assessment to ascertain the help and support the child requires.
3. Orchard Meadow Primary School will ensure that all staff providing intimate care will receive appropriate training to enable them to carry out every aspect of the Plan respectfully and safely. Maintaining the child's dignity will be at the forefront of every Care Plan and an integral part of staff training.
4. Orchard Meadow Primary School will ensure that the necessary equipment and apparatus will be provided for children with an Intimate Care Plan.
5. At Orchard Meadow Primary School we will encourage and support children to be as independent as possible to help improve their confidence and self-esteem. Staff will positively encourage children to do as much intimate care for themselves, giving consideration to their age and level of development.
6. Orchard Meadow Primary School will communicate with the child requiring intimate care to discuss any needs and maintain respect and dignity to the child.
7. If a child has received some intimate care and they are not subject to a Care Plan parents or carer will be informed immediately. Information will be shared with parents or carer in a sensitive manner and will be kept confidential at all times.
8. Two members of staff may not always be on hand to support an intimate procedure. In that instance the member of staff must inform another adult when the intimate care is due to commence, take place and finish.

9. At Orchard Meadow Primary School we will ensure that children's religious beliefs and cultural values will be respected when undertaking intimate care procedures. Parents and carers will be required to highlight any religious or cultural beliefs when formulating an Intimate Care Plan with members of staff.

10. By following this Care Policy we are safeguarding our staff.

Child Protection and Intimate Care

Child Protection Procedures will be followed by members of staff in reception and nursery at all times. Please refer to the Child Protection Policy.

We will ensure that personal safety skills are taught and discussed with children if they are of an age and have a level of understanding to comprehend what is being explained.

Members of staff undertaking intimate care and suspect a Child Protection issue must inform the Designated Person immediately (in EYFS this is Mrs Tejal Patel-Davis).

If a child appears distressed or unhappy about any aspect of intimate care the staff member must stop immediately and seek advice from the EYFS Phase Leader. The child's parents or carer will be contacted as soon as possible to discuss how best to proceed and the school may seek advice and support from partner agencies or professionals. Any allegations made against staff will be dealt with following the Child Protection Policy and Staff Capability Policy.

Medical Needs and Intimate Care

At Orchard Meadow Primary School we will do everything possible to ensure that children with medical needs receive the highest quality intimate care.

Children with medical conditions may require staff to perform invasive or non-invasive medical procedures such as assisting a child with a colostomy bag. These procedures must only be carried out after authorisation has been obtained from the child's parents or carer. A record of the written permission will be retained in the child's file.

At Orchard Meadow Primary School any members of staff who undertake medical interventions will be appropriately trained. (Medical procedures must never be carried out by individual staff members who must always ensure that there are two members of staff present).

Record Keeping

At Orchard Meadow Primary School a written record sheet will be completed every time a child receives assistance with an aspect of their intimate care.

The Intimate Care Record Sheets will be kept with intimate care policy file and made available to parents or carers upon request to the child's teacher

Any questions about this policy should be directed to the EYFS Phase Leader (Mrs Tejal Patel-Davis).

