

St. Mary's C.E. (A) Primary School



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**Greenfield**

**Intimate Care Policy  
2017**

'We enjoy learning and achieving in a Christian environment'

# **St. Mary's C.E. (A) Primary School, Greenfield**

## **Intimate Care Policy**

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### **Mission Statement**

'We enjoy learning and achieving in a Christian environment'

### **Every Child Matters at St. Mary's**

St. Mary's wants every child to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. This policy has been written with careful consideration of the Every Child Matters Agenda.

### **Healthy School**

St. Mary's is a Healthy School with healthy attitudes embedded in the curriculum and extra-curricular activities. Children are encouraged to be active and maintain healthy relationships with their peers and adults as well as making choices about healthy lifestyles.

### **Building Learning Power Statement**

At St. Mary's, we encourage all pupils to build their own learning power. Building Learning Power emphasises the development of lifelong learning values and skills. We aim to ensure that all children develop persistence and curiosity for learning and become adventurous risk takers who are not afraid of the 'don't know' state of mind. At St. Mary's, children will develop the ability to take responsibility for their own learning and self assess and be able to articulate themselves as a learner. They will have the opportunity to develop the ability to know what's worth learning, know how to face confusion and know the best learning tool for the job.

We recently signed the Pledge for Peace within Oldham raising awareness within our school of the need for peace within our expanding community and runs alongside not only our British Values and PSHCE Programme but the Christian ethos that gives St Mary's its distinctive character.

We deliver British Values assemblies on a regular basis and all classes have a British Values display.

### **Equality Statement**

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

## **Introduction**

- This document is a statement of the aims, principles and strategies for intimate care.
- It was reviewed during the Spring of 2017 through consultation with teaching and support staff and Governors of the school.
- It was approved by the governing body on
- This policy will be reviewed in accordance with the schedule in the School Improvement Plan 2017 - 2020

## **Rationale**

It is our intention to develop independence in each child, however there will be occasions when help is required. Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our pastoral care policy. The principles and procedures apply to everyone involved in the intimate care of children. St Mary's Primary School 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. St. Mary's 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. Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

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:

- feeding
- oral care
- washing
- changing clothes
- toileting
- first aid and medical assistance
- supervision of a child involved in intimate self-care

Parents have a responsibility to advise the 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
- every child has the right to personal privacy
- every child has the right to be valued as an individual
- every child has the right to be treated with dignity and respect
- all children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- all children have the right to express their views on their own intimate care and to have such views taken into account; and
- every child has the right to have levels of intimate care that are appropriate and consistent

## **School Responsibilities**

All staff working with children have CRB Disclosures or List 99 checks. This includes students on work placement and volunteers. Vetting includes criminal record checks and two references.

All staff adhere to the Intimate Care Policy. Only designated staff are involved in the intimate care of children and this in consultation with parents. Where anticipated, intimate care arrangements are agreed between the school and parents and, if appropriate, by the child. Consent forms are signed by the parent and stored in the child's file. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately.

Personalised intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the designated teacher for child protection.

### **Good Practice Policy**

All children have the right to be safe and to be treated with dignity and respect. This policy is designed to safeguard children and staff. It applies to every member of staff involved with the intimate care of children. Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to this policy should safeguard children and staff.

#### **1. Involve the child in the intimate care**

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, talk about what is going to be done and give choices where possible. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.

#### **2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.**

Care should not be carried out by a member of staff working alone with a child.

#### **3. Make sure practice in intimate care is consistent.**

As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.

#### **4. Be aware of your own limitations**

Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

#### **5. Promote positive self-esteem and body image.**

Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

#### **6. If you have any concerns you must report them.**

If you observe any unusual markings, discolouration or swelling report it immediately to the designated person for child protection. If a child is accidentally hurt during the intimate care

or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated teacher.

Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

### **Working With Children Of The Opposite Sex**

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- when intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place
- if the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance
- report any concerns to the designated teacher for child protection and make a written record
- parents must be informed about any concerns

### **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, eye pointing, etc. To ensure effective communication:

- make eye contact at the child's level
- 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

### **Review**

Signed:  
Chair of Governors

Date:

Last Review: Spring 2017

Next Policy Review: Spring 2020

Appendix – Intimate Care Policy Parental Agreement Form and Intimate Care Record Form

**Appendix – Intimate Care Parental Agreement Form**

**INTIMATE CARE POLICY PARENTAL AGREEMENT  
FORM**

I agree to support the Intimate Care Policy and practice of School.

Signature of Parent / Carer ..... Print Name

..... Date

.....

Signature of School Representative ..... Print Name

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Position .....

Date .....

