

# Brighter Futures Academy Trust

## Intimate Care Needs Policy



<b>Name of Policy Writer/Amendments</b>	<b>Date Written/Amended</b>	<b>Next Review Date</b>
L. Johnson	July 2013	July 2014
L. Johnson	May 2014	July 2015
L. Johnson	August 2015	August 2016

## **Introduction**

The intimate care policy regarding children has been developed to safeguard children and staff. Brighter Futures Academy Trust is committed to ensuring that all staff responsible for any intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to a way that causes distress or pain.

Disabled and SEN children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

## **Aims**

The aim of this policy and procedures is to provide clear guidance for the successful implementation of our intimate care policy.

Intimate care maybe 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 include:

- Cleaning up a child after they have soiled themselves
- Feeding
- Oral care
- Washing
- Changing clothes
- Toileting/nappy changing
- First aid and medical assistance
- Supervision of a child involved in intimate self-care

## **Objectives**

1. Involve the child in the intimate care
2. Treat every child with dignity and respect, and ensure privacy appropriate to the child's age and situation
3. Make sure practice in intimate care is consistent
4. Be aware of your own limitations
5. Promote positive self-esteem and body image
6. Child protection – if you have any concerns you must report it
7. Staff behaviour must be open to scrutiny

### **Objective 1** - Involve the child in the intimate care

- 1.1 Try to encourage a child's independence as far as possible in his/her intimate care.
- 1.2 Where the child is fully dependent talk to them about what is going to be done and where possible give them choices.
- 1.3 Check your practice by asking the child or parents about their likes and dislikes while carrying out intimate care and obtain consent.

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

- 2.1 Nappy changing is carried out by the child's key person where possible.
- 2.2 Where the child's key person is not available intimate care is carried out by another member of staff (Always a person the child is familiar with).
- 2.3 If more than one person is needed to carry out intimate care for health and safety reasons ensure the child is comfortable and not intimidated by the adults.
- 2.4 With older KS2 children, if intimate care is needed, ask the child if they would prefer a parent to come into school.

### **Objective 3** - Make sure practice in intimate care is consistent

- 3.1 Effective communication between parents/carers and agencies needs to be regular and consistent.

**Objective 4** - Be aware of your own limitations.

4.1 Only carry out care activities you understand and feel competent and confident to do

4.2 If in doubt ask!

4.3 Staff training will be available as needed and will be updated as needed in line with new policies and procedures.

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

5.1 The approach you take to intimate care can convey lots of messages to a child about their self-image and worth.

5.2 Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be relaxed and fun.

**Objective 6** - Child protection – if you have any concerns you must report it.

6.1 If you observe any unusual markings, dis-colourations or swelling report this immediately to a safeguarding officer and make staff involved in the particular child aware.

6.2 Report and record any unusual emotional or behavioural response by the child.

6.3 A written record of concerns must be made and kept in the child concerns file in school and the child's personal file in the children's centre. This information is kept confidential.

6.4 Child protection protocol will be followed.

**Objective 7** – Staff behaviour must be open to scrutiny.

7.1 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter must be reported to a safeguarding officer and recorded and investigated.

7.2 Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

7.3 Staffing will be altered until the issue is resolved.

7.4 Further advice will be sought from outside agencies if needed.

**Principles of intimate care with links to 'Every Child Matters'**

1. Every child has the right to be safe
2. Every child has the right to personal privacy
3. Every child has the right to be valued as an individual
4. Every child has the right to be involved and consulted in their intimate care to the best of their abilities
5. Every child has the right to be treated with respect and dignity
6. All children have the right to express their view on their own intimate care, and to have their views taken into account
7. Every child has the right to have levels of intimate care that are appropriate and consistent

**Legislation**

- The children act 1989/2004
- Working together to safeguard children guidance
- Data protection Act 1998
- Human Rights Act 1998
- Health and Safety Act 2007
- Criminal Records Bureau check for all staff employed in the school and children's centre

**Training**

All staff attend relevant training as needed. All training is updated when needed and the following links for intimate care:

- Manual handling
- First Aid – paediatric to be updated every three years
- Safeguarding children – Annually updated as a whole school and children’s centre team
- Food Hygiene – updated every three years
- Health and safety

This policy will be reviewed alongside the safeguarding policy annually.