

ALL CANNINGS CE PRIMARY SCHOOL



INTIMATE CARE POLICY

Ethos Statement

I have come that they might have life, and have it to the full.

John 10 v 10

At All Cannings Church of England School, everyone embarks on a unique journey of learning, personal development and faith.

We consider our school a family, travelling together with support from people at home, the community and the church.

Our attitudes to learning and our attitudes to life are interwoven, with the Christian values of the school evident in all aspects of daily life.

By being fully involved in our own development and an active member of both the school and wider community, we leave All Cannings equipped to achieve personal success and shape the future.

Version Control

Approved on:	13 th May 2024	
Approved by:	Full Governing Body	
Review Period:	Three Years	
Review:	May 2027	
Chair of Governors:	Pam Moscrop	
Headteacher:	R Borman	

All Cannings school is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. The school recognises that there is a need to treat all pupils with respect when intimate care is given. No pupil should be attended to in a way that causes distress.

No child, who may for any reason need assistance with personal hygiene, will be excluded from participating in any school activity. We will, wherever possible, work with parents of children who need this level of care.

Each child will be considered individually to ensure that the correct level of care and provision is given; thus ensuring the correct level of support and privacy.

Where there is a recognised intimate care concern with a child, an agreement will be agreed by the school, the child and the parent(s) of the pupil. It will be signed by the teaching assistant responsible for the child's care and one of the parents. This will be held in school and reviewed on a regular basis. A copy of this plan and this policy will be offered to parents. The individual pupil will be consulted when the plan is drawn up and reviewed.

The class teacher and teaching assistants associated with the relevant class are responsible for personal hygiene assistance. As appropriate, the staff will discuss the procedures with the child involved in intimate care before carrying out any tasks. Children are encouraged to share any concerns they may have.

Before assisting a pupil, the 'personal assistant' will inform the class teacher (or another appropriate member of staff).

The intimate care will take place in a toilet and, whenever possible, two adults will be available to provide intimate care. The members of staff will give due care to the child's privacy and needs. This might ideally involve keeping the toilet door slightly ajar (for staff monitoring purposes) and yet sufficiently closed to allow for the child's privacy.

If toilet accidents (or near accidents) occur, the member of staff carrying out the care will record these in the Intimate Care Book, held in the staffroom.

To ensure highest possible hygiene is maintained, latex free gloves will be put on before any intimate care procedure starts.

All relevant staff will be familiar with the hygiene procedures and carry these out when caring for pupils.

Staff will do their best to ensure that intimate care times are relaxed and will deal with the situation in a relaxed manner. Each child will be encouraged to work towards independence by all adults in the school.

In line with good hygiene practice, all children will be required to wash their hands using soap and water. Towels will be provided for hand drying.
Any soiled clothes will be bagged and returned to the parents / carers. Children who need to be cleaned, will be done so sensitively.

Every effort will be made to ensure that each child is treated fairly and sensitively. In the event that a parent or guardian has cause for concern this should be immediately brought to the attention of the head teacher or senior member of the teaching staff.

Roles and Responsibilities

The head teacher is responsible for:

Ensuring the details of the Intimate Care Policy are known to all relevant staff and relevant parents and relevant information is shared with specific children. The head teacher will also deal appropriately with any issues arising from the procedures involved in the intimate care of individual pupils;

The class teacher is responsible for:

Closely following this policy and monitoring that procedures and records are maintained appropriately, in accordance with this policy. The class teacher will liaise with parents as necessary. Any concerns will be reported to the head teacher.

Governors responsibilities

To ensure that sufficient staff are trained to meet the needs of their learners.

The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/carers responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Learner responsibilities

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Related Documents

- DCSF guidance: 'Safe Working Practices for the Protection of Children and Staff'
- Pupils who require Personal and Intimate Care (Wiltshire Council circulation no. A301/09)
- Helping Pupils with Continence Difficulties (Wiltshire Council circulation no. A302 / 09)
- Child Protection policy