



Flourish FEDERATION

Believe, Achieve, Belong



Intimate Care Policy



The Flourish Federation Vision

To inspire everyone to flourish, grow and learn in a safe and spiritually rich environment.

Built on the strong foundations of Matthew 7:24

Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock.

Our Federation's vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community.

This policy was ratified by Flourish Federation Governing Body on:	17th October 2022
This policy will be reviewed by Flourish Federation Governing Body on: (unless earlier review is required to adhere to statutory requirements/changes in procedure)	October 2024
Policy Version:	V1
Signed by the Chair of Governors:	
Signed by the Executive Headteacher:	

Our Values



Introduction

This policy represents the agreed principles for intimate care throughout the Federation - additional information for intimate care in our nursery is also included within this policy.

The purpose of this policy is to:

- Safeguard the rights and promote the best interests of the children.
- Ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.
- Safeguard adults required to operate in sensitive situations.
- Raise awareness and provide a clear procedure for intimate care.
- Inform parents/carers how intimate care is administered.
- Ensure parents/carers are consulted about the intimate care of their children.
- Have an understanding in regards to religious & cultural views around intimate care.

Principles

Intimate care refers to the care given when meeting a child's toileting, hygiene and medical needs. This will range from minimal assistance to full care depending on the individual child's development and any special needs or disability. We aim to provide intimate care when required, which acknowledges the responsibilities, and protects the rights of everyone involved.

We believe that children have the right to be treated with sensitivity, respect and in such a way that their experience of intimate care is a positive one. No child shall be attended to in a way that causes distress, embarrassment or pain. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

We acknowledge that it is essential that every child is treated as an individual and that care is given as gently and sensitively as possible. We also believe that every child should be encouraged to develop safety skills along with having a positive image of their own body. We aim to provide guidance and reassurance to staff, and protect the rights and wellbeing of the children.

The Governing body recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to day activities must not be discriminated against.

Definition

In school, Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Pupils with disabilities may be unable to meet their own care needs for a variety of reasons and will require regular support.

Intimate care is one of the following:

- Supporting a child with dressing/undressing.
- Providing comfort or support for a distressed child.
- Assisting a child requiring medical care, who is not able to carry this out unaided.
- Cleaning a child who has soiled him/herself, has vomited or feels unwell.
- Supporting a child with toileting, nappy changing and applying creams.

Safeguarding

All intimate care in our schools and nursery will be carried out in line with our safeguarding policy and safeguarding procedures to conform with [Keeping Children Safe in Education](#) and the [Statutory Framework for Early Years Foundation Stage](#).

Any concerns raised during intimate care will be acted upon immediately and Designated Safeguarding Leads will be advised as per our Safeguarding and Child Protection Policy.

Our approach to best practice

- The management of all children with intimate care needs will be carefully planned
- Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling where appropriate) and fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation

- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter (not via the home school diary)
- For children with additional medical needs we follow [Intimate care guidance - Norfolk Schools](#)

Concerns

If you would like to discuss the intimate care for your child, please contact your child's teacher or our SENCo as appropriate.

Intimate care in our nursery setting

Supporting dressing/undressing

As nursery children are very young it will be necessary for staff to aid a child in getting dressed or undressed. There may be some children in school who will also need this support. Staff will always encourage children's independence with undressing and dressing unaided (Depending on their age and ability).

Providing comfort or support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. This is in line with the Norfolk Steps supportive hug.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Soiling/nappy changing at Nursery

Intimate care for soiling will be given by staff to ensure the child is kept comfortable. Parents are consulted on their child's toileting needs before starting at the nursery. When changing a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- All nursery staff have a responsibility for changing the young children in their care who are in nappies or 'pull-ups'.
- Key persons, where possible, undertake changing young children in their key groups
- Protective gloves and aprons are put on before changing starts.

- Each young child has their box with their nappies or 'pull ups' and changing wipes.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- Physical contact is kept to the minimum possible, to carry out the necessary cleaning. At times nappy creams do need to be applied with parent's permission (medication form needed for cream).
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Soiled clothing is put in a plastic bag and sent home with the child. Any soiling that can be, is flushed down the toilet.
- All vomit, blood or excrement are cleaned up and disposed of appropriately in the body fluids bucket.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves and aprons.

Children should always be encouraged to wash their hands after their nappy has been changed or they have used the toilet.

Concerns

If you would like to discuss the discuss the intimate care for your child, please contact the Key Worker for your child or the Nursery Manager.