



**Mildenhall College**  
A C A D E M Y

## Intimate Care Policy

**Adoption Date: July 2013**

**Last Reviewed: June 2017**

**Next Review: June 2020**

*This policy is reviewed every three years. It can be reviewed sooner if amendments to legislation or educational practice necessitate a change.*

### Links to other policies:

- ❑ **Accessibility Policy and Plan**
- ❑ **Admissions Policy**
- ❑ **Equalities Policy**
- ❑ **Health and Safety Policy**
- ❑ **Special Educational Needs and Disabilities Policy**
- ❑ **Child Protection Policy**
- ❑ **Safeguarding Policy**

# **MILDENHALL COLLEGE ACADEMY**

## **INTIMATE CARE POLICY**

### **1. INTRODUCTION**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

### **POLICY**

Mildenhall College Academy is committed to ensuring all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Mildenhall College Academy recognises that there is a need to treat children with respect when intimate care is given. No child should be attended to in a way that causes them distress or pain.

### **2. OUR APPROACH TO BEST PRACTICE**

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

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. Wherever possible staff who are involved in the intimate care of children will not usually be involved with the delivery of sex and relationship education to the children in their care as an additional safeguard to both staff and children involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will not be catered for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who take turns in providing care. This will ensure, as far as is possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of the children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation

### **3 THE PROTECTION OF CHILDREN**

Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to the DSL/ADSL.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.