

St Peter's C of E Academy  
Intimate Care Policy

As a church school, we believe that '**Giving children the keys to unlock their future**' will enable all pupils to flourish within our care and achieve their full potential. This is underpinned by the words of Jesus:

*"I will give you the keys to the kingdom of heaven." (Matthew 16:19)*

*"I have come that they may have life, and have it to the full." (John 10:10)*

St. Peter's Academy aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. If the intimate care involves removal of under-clothes, the adult that is involved in the intimate care will always have another adult present or ensure that others know that they are involved in this level of care. The child's dignity and privacy will be maintained as far as possible, changing in a private area.

Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the school and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Train staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- Conduct thorough inductions for new staff to ensure they are fully aware of all school procedures relating to intimate care routines
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and where intimate care is needed. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the school will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The school operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel

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Custodian: SLT

Adopted: November 2021 LBM

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confident in raising worries as they arise in order to safeguard the children in the school.

- The senior leadership team regularly conducts working practice observations on all aspects of school operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines. Staff will be trained in behaviour management techniques which will include using restraint techniques where required, e.g. if a child is likely to hurt themselves or others. Please refer to the Policy for the Positive Use of Physical Interventions with Children for further information.
- The school conducts regular risk assessments on all aspects of the school operation. The school has assessed the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the class teacher / Head teacher at the earliest opportunity.

Appendix 1: Intimate Care Plan

|   |  |
|---|--|
| <b>Name of child:</b>   |  |
| <b>Name of person(s) to change the child:</b>                           |  |
| <b>Name of person(s) to change the child if main adult unavailable:</b> |  |
| <b>Where changing will take place:</b>                                  |  |
| <b>What resources and equipment will be used:</b>                       |  |

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|--|--|
| <b>Who will provide the resources and equipment that will be used:</b> |  |
| <b>Training requirements for staff:</b>                                |  |
| <b>Disposal of product in:</b>   |  |
| <b>Infection control measures:</b>                                     |  |
| <b>Special arrangements for trips/ outings:</b>                        |  |
| <b>When will the plan be reviewed:</b>                                 |  |
| <b>Review comments:</b>  |  |

**Appendix 2 - Permission for School to Provide Intimate Care**

Child's Full Name \_\_\_\_\_

Male/Female

Date of Birth \_\_\_\_\_

Parent/Carer's Full Name \_\_\_\_\_

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting. As detailed below:

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Any additional details e.g. frequency of changing required / minimum number of changes

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I will advise the head teacher of any medical complaint my child may have which affects issues of intimate care. I confirm that I have read a copy of the school Intimate Care Policy. I will provide the school with nappies, wipes and any other resources required for my child.

Signed \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_

**Appendix 3 - Record of Routine Intimate Care Intervention**

Child's Name \_\_\_\_\_

Year Group \_\_\_\_\_

Name of Support Staff Involved \_\_\_\_\_

| Date | Start Time | End Time | Procedure / Notes | Staff signature | Staff signature |
|------|------------|----------|-------------------|-----------------|-----------------|
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**Appendix 4 - Record of Miscellaneous Intimate Care Intervention**

| Date | Start Time | End Time | Procedure / Notes inc. name of child | Staff signature | Staff signature | Parent informed Date/time/ who |
|------|------------|----------|--------------------------------------|-----------------|-----------------|--------------------------------|
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