

**Whatever you do, work at it with all your heart.
Colossians 2:23**



Approved by governors: (date)

Reviewed: January 2018

To be reviewed: January 2019

Mission Statement

At St Mark's C of E Primary School we will:

- Welcome everyone
- Build Christian values and worship into our teaching
- Establish strong links between home, school and community
- Endeavour to reach our full potential and celebrate our achievements
- Care for, encourage and respect each other
- Support each other to stay safe, healthy and make a positive contribution to our World

Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.

Introduction

- The Governors and staff take seriously their responsibility to safeguard and promote the welfare of the children and young people in their care. Meeting a pupil's intimate care needs is one aspect of safeguarding. Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs.
- School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.
- School recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.
- Staff will work in close partnership with parent/carers to share information and provide continuity of care.

Best Practice

- Staff who provide intimate care are fully aware of best practice regarding infection control, including the need to wear disposable gloves and aprons where appropriate.
- Antibacterial spray, liquid soap and water are suitable for cleaning the surfaces.
- Staff will be supported to adapt their practice in relation to the needs of individual children.
- Careful communication with each child, with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.
- Staff will encourage each child to do as much for his/herself as possible.

- Children who require regular assistance with intimate care have written care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses. These plans include a plan mutually agreed between staff and parents/carers; a personal care log and a school/setting agreement.
- Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg: has had an 'accident' and soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person - telephone or by sealed letter.
- Every 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 needs help with intimate care.
- It is not always practical for two members of staff to assist with an intimate procedure as this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.
- If a child needs to be showered two members of staff may be needed to lift the child into the shower. The curtain in the shower area should be closed to give the child privacy. Non-slip mats will be placed on the floor and in the shower tray. The child will be told to hold onto the rail. The child will be encouraged to clean themselves as far as possible.
- The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Record Keeping

- A written record is kept every time a child requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. (Appendix 1)
- These records will be kept in the intimate care plan file and available to parents/carers on request.

