Truro and Penwith Academy Trust

MITHIAN SCHOOL BUCKSHEAD

# Mithian School

## *Intimate Care Policy*

2026 - 2027

*<u>Safeguarding</u>*
*Mithian School is committed to safeguarding and promoting the welfare of all children.*
*We expect all our team members to share this commitment.*

## Introduction

1.1 Staff who work with young children or vulnerable children/young people who have special needs, will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

1.2 Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

1.3 Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Mithian School work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

1.4 Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all children as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

1.5 Mithian 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. Mithian School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

## Our approach to Best Practice

2.1 All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

2.2 Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling) 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.

2.3 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/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.

2.4 There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

2.5 As a basic principle children 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 themselves as they 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 and in consultation with parents/carers. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.

2.6 Mithian School recognises that every child has the right to be accepted for who they are without regard to race, culture and beliefs and will ensure that the values of the parent/carer and child/young person are taken into account when developing an individual intimate care plan

2.7 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 needs help with intimate care. Where possible one child will be cared for by two adults.

2.8 It is possible that the same child may not always be cared for by the same adult on a regular basis.

2.9 Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the **child's care plan**. Please see appendix B for care plan template. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

2.10 As necessary, if a child approaches puberty or where a medical condition sees the early onset of puberty, the school will review the need for an individual intimate care plan with the parent/carer to take into account the views and needs of the child/young person.

2.11 Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

## The Protection of Children

3.1 Mithian School Child Protection Procedures and the South West Child Protection Procedures (www.swcpp.org.uk ) will be accessible to staff and adhered to.

3.2 Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

3.3 If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for child protection. A clear record of the concern will be completed and referred to social care and/or the Police if necessary. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the child at greater risk of harm. A copy of the school's Child Protection Procedures is available in the School Office.

3.4 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. Further advice will be taken from outside agencies if necessary.

3.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed (see the school's Child Protection Procedures and the South West Child Protection Procedures www.swcpp.org.uk). This includes referring to the Local Authority Designated Officer, 01872 254547

## Health and Safety

When changing nappies and/or dealing with wet/soiled items, staff must wear a fresh set of gloves each time and dispose of them in the Medical Waste Bin. The nappies will also be placed in a Medical Waste Bin which will be emptied daily.

## Soiling of Children not subject to a care plan.

Due to the young age of the children, on occasion they may wet or soil themselves during the school day. If a member of staff becomes aware that a child has wet or soiled themselves, the teacher will be informed immediately and the School Office will be asked to make a telephone call to the parents to confirm whether they are in a position to attend and change the child. In the event that a parent cannot attend, verbal consent must be gained from the

parent to change the child and an accompanied member of staff will change the child in accordance with Intimate Care Policy and Appendix A

**People who are responsible for Intimate Care:**

Mrs. Evey Evison ~ Headteacher
Mr. Chris Watson ~ Chair of Governors

**Date of Policy: September 2026**
**Review: September 2027**

## Appendix A

Staff Guidelines

The below guidelines should always be adhered to when changing a child and dealing with wet/soiled items.

If any member of staff becomes aware that a child has wet/soiled their clothing, the teacher should be informed immediately. The office staff should be asked to contact the parent/carer to confirm if they are able to attend the school to carry out the changing of the child, however if they are unable to come to school a member of staff should try to gain verbal consent from the parent/carer.

- Staff must wear disposable gloves and aprons when dealing with an incident.
- A fresh pair of disposable gloves must be worn for each change.
- Aprons, gloves and wipes should be placed in the Nappy Bin in the First Aid Room.
- Staff must wash hands with warm soapy water after each change is completed.

All staff should take every care to ensure the child's privacy and dignity at all times.

**Appendix B**

## Intimate Care/Toileting Care Plan

| | |
|---|---|
| **Name of Child** | |
| **Date of Birth** | |
| **Condition needing care plan** | |
| **Child's choices/opinions** | |
| **What the child expected to do for themselves?** | |

| | |
|---|---|
| **Facilities and equipment needed** | |
| **Number of Staff needed** | |
| **Main intimate care giver** | |
| **Back up in the event of staff absence.** | |
| **Any training needed?** | |
| **Training given** | |
| **Date care plan to be reviewed** | |
| **Any Special Arrangements for Trips** | |

_____ Dated _____
Parent

_____ Dated _____
Class teacher