

Michael Hall

a Steiner Waldorf School

Kindergarten Intimate Care Policy

Policy Owner	Early Years Assistant Principal
Formally endorsed by	Council of Trustees
Endorsement Date	December 2020
Next Review Date	December 2021

POLICY STATEMENT

This Intimate Care Policy has been developed to safeguard children and the staff who care for them. It applies to everyone involved in the intimate care of children.

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 pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing.

It is acknowledged that intimate care has the potential to raise anxiety for parents, children and staff.

Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults. Michael Hall recognises that children who are learning to use the toilet and become more independent will need support from staff.

- All staff undertaking intimate care must be given appropriate training at induction.
- Staff will consult with and work together with parents during toilet training and will help children with clothing, positioning and cleaning.
- Children will be encouraged to develop these skills and work towards independence in self-care.
- Where 'accidents' do occur, the child will be treated with dignity and reassurance.
- Staff will encourage each individual pupil to do as much for his/herself as possible.
- Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their age.

When providing intimate care, it is essential that the member of staff helping the child must notify another member of staff when they are going alone to assist a pupil, and must ensure another member of staff is in the vicinity and visible or audible. To further protect the privacy and dignity of the child, staff should notify others discreetly that they are taking the child for personal care.

All children will be expected to wash their hands after using the toilet and we encourage all parents to reinforce this practice at home.

Pupils who require regular assistance with intimate care have written Individual Education Plans (IEP), or intimate care plans agreed by staff, parents/carers. Ideally, the plan should be agreed at a meeting at which all key staff are present. The plan should be reviewed as necessary, but at least termly, and at any time of change of circumstances, e.g. staff changes (where the staff member concerned is providing intimate care).

Accurate records should also be kept when a child requires assistance with intimate care; An intimate care record slip is to be completed whenever intimate care is provided. The record includes date, time and who was present and any other relevant comments. The record will be kept in the child's file.

Regardless of whether a care plan or IEP is in place, all parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself) and a copy of the filled in Intimate care record slip is passed over.

Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

The Safeguarding Policy along with staff training in child protection also serves to maximize safety for the child and protect staff.

If a situation arises that causes concern to staff helping with personal care, they should call the second member of staff if necessary and report and record the incident.

If a member of staff has any concerns about physical changes in a pupil's presentation, e.g., unexplained marks, bruises, etc. S/he will immediately report concerns to the Early Years DSL or associate member of the safeguarding team.

Parents are encouraged to share any information with staff about their child with regards to intimate care, and to keep them advised of any changes or concerns they might have.

References:

- Child Protection & Safeguarding Policy
- Toileting Policy and Procedures