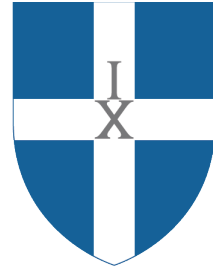


The King's School
Canterbury



V A T T A N A C V I L L E

Intimate Care Policy

Review Period: March 2024 – March 2026 (Reviewed every two years)

Introduction

The King's School, Vattanaçville (TKSV) is committed to safeguarding the dignity, privacy, and well-being of all children who require intimate care during their time at school. This policy outlines the procedures and expectations for staff, students, and parents involved in intimate care practices. The goal is to ensure that all students requiring support are treated with respect, sensitivity, and professionalism, and that staff are protected in sensitive situations.

The purpose of this policy is to:

- Safeguard the rights and best interests of students.
- Ensure students experience intimate care that respects their dignity and privacy.
- Protect staff who are required to engage in intimate care.
- Provide clear guidelines for intimate care.
- Inform parents/carers about how intimate care is administered and ensure their involvement.
- Ensure the school complies with safeguarding and health and safety regulations.

Aims of the Policy

This policy aims to:

- Ensure that intimate care is carried out by trained staff according to agreed guidelines and individual care plans.
- Protect the dignity, rights, and well-being of all children requiring intimate care.
- Prevent discrimination against students needing intimate care, in line with the Equality Act 2010.
- Provide parents/carers with confidence that staff are trained, professional, and sensitive to their child's needs.
- Ensure staff involved in intimate care are protected by clear protocols, safeguarding awareness, and appropriate training.

Definition of Intimate Care

Intimate care includes any task that involves helping a child with personal hygiene or medical needs. This may include activities such as:

- Feeding
- Oral care
- Washing and bathing

- Dressing and undressing
- Toileting, including assistance after soiling or vomiting
- Supporting children during menstruation (e.g., assisting with menstrual care products)
- Assisting a child who is unwell
- Providing medical care for children who cannot manage unaided

Parents/carers are expected to inform the school of any intimate care needs their child has. Staff will work in partnership with parents to ensure the child's independence is encouraged as much as possible.

Principles of Intimate Care

The following principles are at the core of TKS's approach to intimate care:

- **Safety:** Every child has the right to feel safe and secure while receiving intimate care.
- **Dignity and Privacy:** Children have the right to personal privacy and should be treated with dignity at all times.
- **Individuality:** Every child is unique and deserves to be treated as an individual, with care adapted to their specific needs.
- **Involvement:** Children should be involved in decisions about their intimate care whenever possible.
- **Consistency:** Intimate care should be carried out consistently and in a way that the child understands and feels comfortable with.

Responsibilities of Staff

All staff members who provide intimate care must undergo a background check as part of the school's safeguarding procedures. The Principal and Designated Safeguarding Lead (DSL) are responsible for ensuring that all staff are fully trained, knowledgeable about the intimate care policy, and capable of providing care in accordance with health and safety protocols. The EYFS Coordinator will take the lead on training and supporting the Early Years team within the EYFS unit. Staff are expected to:

- Follow the Intimate Care Policy and associated guidelines at all times.
- Understand and be aware of the specific types of care they are required to provide.
- Discuss any concerns about intimate care with the headteacher or designated safeguarding lead.
- Ensure that intimate care tasks are recorded and communicated to parents/carers.

If a staff member has any concerns about the intimate care practice they are asked to provide, they must report this to the Principal or DSL immediately.

Intimate Care Practices

Dressing/Undressing:

Staff may need to assist younger children or those with specific needs when dressing or undressing. However, children should be encouraged to manage these tasks independently as much as possible. Assistance is provided in a way that protects the child's dignity and privacy.

Menstrual Care:

TKSV recognizes that some students may need support in managing menstruation. The school will provide a range of menstrual products (e.g., sanitary pads, tampons) in designated areas, and staff may offer theoretical guidance as needed, but not practical assistance. Any student requiring physical support with menstruation must have an Individual Healthcare Plan in place, agreed upon and signed by both parents and the school. If a student needs menstrual care support, they will be treated with sensitivity to ensure they feel comfortable and secure. Parental consent will be sought if additional care is necessary, and privacy will always be respected.

Comfort and Support:

Children may seek physical comfort from staff, particularly when distressed. Staff are trained to offer reassurance and comfort in a manner that is professional, age-appropriate, and respectful. Physical contact should be child-initiated wherever possible and must not be excessive or inappropriate.

Toileting and Soiling:

Staff will work closely with parents to support children in achieving independence in toileting. In the event of soiling, children will be encouraged to clean and change themselves as much as possible. If a child requires assistance:

- Staff will take them to a private area to maintain dignity.
- Parents will be informed if their child requires additional support.
- If heavy soiling occurs, staff will assist and record the incident in an intimate care log, informing the parents/carers afterward.

For children who experience regular soiling due to a medical condition, an individual healthcare plan will be established in partnership with parents/carers and medical professionals.

Medical Conditions and Procedures

If a child has a medical condition that may lead to regular soiling or require specific intimate care, the school will seek medical advice and create an individual healthcare plan. This plan will outline the procedures for dealing with the child's needs and will include parental consent for staff to assist the child when necessary. If a child needs medication during the school day, staff will follow the guidelines set out in the school's policy for supporting pupils with medical needs.

Administering Medication:

Whenever possible, medication should be prescribed at times outside school hours. If this is not feasible, staff trained in medical care will administer the medication according to the child's healthcare plan.

Language and Terminology

At TKSV, we are committed to using respectful, clear, and age-appropriate language when discussing or referring to children's bodies. This ensures that children feel comfortable, respected, and secure in understanding their bodies while promoting healthy and open communication.

- **Respectful Language:** Staff will use the correct anatomical terms when referring to body parts, such as *penis*, *vagina*, *buttocks*, and *genitals*, to promote understanding and avoid confusion. These terms will be used in a straightforward, non-euphemistic manner, helping children to recognise and refer to their bodies appropriately.
- **Age-Appropriate Communication:** While language may be adjusted to suit the child's age and understanding, correct terminology will always be used to ensure clear and accurate communication about their bodies.
- **Cultural Sensitivity:** Staff will be mindful of cultural differences and preferences regarding the terminology used for body parts and will respect family choices. However, in the interest of safeguarding our children, staff will still use the correct anatomical terminology to ensure clarity, prevent misunderstandings, and promote safety and wellbeing.

Genital Checks and Physical Care

There may be rare circumstances where it is necessary to check or provide assistance with a child's genital area, particularly for medical reasons or personal care needs, such as nappy changing, toileting assistance, or managing a medical condition. In these instances:

- **Consent and Involvement:** For children who require routine assistance or checks involving the genital area, an Individual Healthcare Plan will be created and agreed upon with the parents or guardians. Staff will always seek verbal consent from the child before proceeding with any care and will involve them as much as possible in the process, promoting their autonomy and comfort.
- **Safeguarding and Dignity:** Any necessary genital checks will only ever be performed by the school nurse, and always in the presence of another member of staff (Class Teacher or DSL when possible) to ensure safeguarding. These checks will be conducted in a manner that ensures the child's dignity and privacy.
- **Parental Notification:** Parents or guardians will be contacted and informed before any genital checks are carried out, except in urgent medical situations where immediate action is required for the child's wellbeing.

- **Documentation:** Any care or check involving a child's genital area will be recorded in the school's intimate care log, with a brief explanation of the circumstances, ensuring full transparency and accountability.

Protection for Staff

Staff should take steps to protect themselves from potential allegations of inappropriate behavior when providing intimate care. These precautions include:

- Having two members of staff present in the vicinity during intimate care tasks (e.g., one assisting, the other nearby).
- Gaining verbal agreement from another staff member when intimate care is necessary.
- Seeking verbal consent from the child when possible.
- Allowing the child to make choices about the sequence of care and respecting their reactions.

Hygiene Procedures

Staff involved in intimate care must follow strict hygiene procedures to protect both themselves and the child from infection. These include:

- Washing hands thoroughly before and after intimate care tasks.
- Using protective disposable gloves and aprons.
- Proper disposal of soiled items in line with school policy.

Guidelines for Good Practice

To safeguard both children and staff, TKSVM has established the following guidelines for good practice in intimate care:

- Encourage the child's independence wherever possible, allowing them to manage their care as much as they can.
- Involve the child in decisions about their care, explaining procedures and offering choices.
- Treat all children with dignity and respect, ensuring privacy is maintained.
- Be aware of your own limitations and only carry out tasks you are confident and competent in performing.

- Report any concerns about a child's well-being or behaviour immediately, following the school's safeguarding procedures.

Monitoring and Review

This policy is reviewed every two years in collaboration with staff, students, and parents. Feedback from all stakeholders is encouraged to ensure that the policy remains effective and up-to-date. Regular monitoring of the implementation of the intimate care policy will be conducted by senior leadership to ensure compliance and address any concerns.

Appendices:

1. **Consent Form for Intimate Care** (See Appendix 1)
2. **Intimate Care Log Record** (See Appendix 2)

By adhering to this policy, TKS V ensures that all students who require intimate care are supported with dignity, respect, and professionalism, while also safeguarding the well-being of the staff involved.

Appendix 1



Consent for The King's School, Vattnacville to provide intimate care

I have read The Intimate Care Parent Guide and:

- I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing, toileting, administering medication (in line with TKS's Medical Policy), supporting menstruation.
- I will advise the Class Teacher/Form Tutor and School Nurse of any medical complaint my child may have which affects issues of intimate care.

Name of Child: _____

D.O.B: _____

Parent/Guardian Name: _____

Relationship to child: _____

Signature

Date