



# Intimate Care Policy

### Aim

It is the intention of Castlereagh Nursery School to develop independence in each child, however there will be occasions when help is required. Our intimate care policy has been developed to safeguard children and staff.

### Mission

Children are generally more vulnerable than adults and staff involved with any aspects of pastoral care need to be sensitive to their individual needs. Teachers and Nursery Assistants will come into physical contact with pupils when toileting, and often in washing them and changing clothes. This policy is one of a range of specific policies that contribute to our pastoral care policy.

The following are the fundamental principles of intimate care upon which our policy guidelines are based.

- Every child has a right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Each child has the right to be involved and consulted in their own intimate care to the best of their abilities.

Intimate care can be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one off incident.

Such activities can include:

Washing e.g. after falling in mud

Changing clothes which have been soiled

Toileting

First aid and medical assistance

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

### Procedures

1. The principles and procedures apply to everyone involved in the intimate care of children. All teaching and non teaching staff are vetted through the EA. Only permanent/ long term temporary members of staff who are familiar with the Intimate care policy and other Pastoral care policies of the school are involved in the intimate care of children.  
Substitute teaching staff or casual/students should never be involved in the intimate care of any child within the nursery school.
2. Where anticipated intimate care arrangements are agreed between the school and parents. Consent forms are signed by the parent and stored in the child's file. A record will be maintained of those children requiring intimate care and parents will be informed.

3. All staff must adhere to the following guidelines of good practice this should safe guard children and staff.
4. Involve the child in the intimate care as fully as possible.
5. Sometimes children may find physical contact uncomfortable or distressing. Staff should be sensitive to a child's reaction and act appropriately.
6. Staff should not touch pupils, however casually, on parts of the body or in circumstances that might be considered indecent.
7. At all times we aim for physical contact to be suitable according to the situation.
8. In the instance of a child being changed, the member of staff changing the pupil should inform another member of staff so they can be aware this is happening and be witness as much as possible. However, while it is recommended to have two members of staff assisting the child, this level of resourcing may not be available and, while the introduction of a second assistant may be perceived as providing protection against allegations of abuse, it can also further erode the child's privacy.
9. When a child is affectionate or distressed, staff should be aware of their physical contact with the child remaining at all times public and appropriate.
10. Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible.
11. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
12. Care should not be carried out by a member of staff working alone with a child.
13. If you have any concerns you must report them. If you observe any unusual marking, discoloration or swelling, report it immediately to the designated teacher for child protection.
14. At times when physical restraint is necessary, staff should never (unless in case of an emergency) act without a witness, always with the child's best interest at heart and make a written record of the incident. Parents should be involved in this process as much as possible and be expected to support staff in prevention of such action being necessary.

### **Monitoring And Evaluation**

The Staff of Castlereagh Nursery School will update this Policy and procedures in the light of any further guidance and legislation as necessary and review it annually. The Board of Governors will also monitor the implementation of this policy in line with the policy review schedule.